

ORDER

6000.5C

FACILITY, SERVICE, AND EQUIPMENT PROFILE



January 29, 1993

**DEPARTMENT OF TRANSPORTATION
FEDERAL AVIATION ADMINISTRATION**

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RECORD OF CHANGES

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FOREWORD

The facility, service, and equipment profile (FSEP) subsystem is used to maintain a profile of every facility, service, and piece of equipment in the National Airspace System (NAS). The FSEP provides data to support most of the other maintenance management system (MMS) subsystems. The FSEP subsystem will incorporate or replace the facilities master file (FMF), the precommissioned facility file (PFF), and the engine generator profile (EGP).

This order will only deal with the files that replace the FMF and the PFF at this time. The detailed facility equipment (FEQ) information for a particular facility type, detailed module (FMO) information for specific equipment, and power system (FPS) for the engine generator profiles will be addressed at a later date. It also describes annual evaluations required to ensure the accuracy of the FSEP data.



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CHAPTER 1. GENERAL

1. PURPOSE. This order describes elements of the facility, service, and equipment profile (FSEP) that replace the facilities master file (FMF) and the precommissioned facility file (PFF). It also describes annual evaluations required to assure its accuracy and provides instructions for updating the FSEP.
2. DISTRIBUTION. This order is distributed to the branch level within the Systems Maintenance Service; to the division level within the Office of Information Technology, the NAS Transition and Implementation Service, the Operational Support Service, the Program Director for Automation, the Office of the Associate Administrator for Contracting and Quality Assurance, and the Office of Accounting in Washington; to the division level in the regional Management Systems and Logistics divisions; to the section level in the regional Airway Facilities divisions; and to all Airway Facilities field offices with a standard distribution.
3. CANCELLATION. Order 6000.5B, Facilities Master File, dated November 2, 1984, is canceled.
4. EXPLANATION OF CHANGES. Most of the changes are a result of the FMF and PFF being moved from the Boeing Computer Service to the FSEP subsystem on MMS. Further clarification requirements intended to improve the accuracy and usefulness of the Airway Facilities (AF) staffing standard system are also included. The most significant changes are outlined below:
 - a. Changes the name from FMF to FSEP in order to comply with the MMS.
 - b. Explains that the FMF and PFF were rehosted to MMS from the Boeing Computer Service.
 - c. Includes instructions for updating, monitoring, and maintaining the PFF.
 - d. Explains the use of the FMF and PFF.
 - e. Explains the required and optional fields for the FMF and PFF to change or add a record to the MMS data base.
 - f. Lists edit checks that are incorporated in the MMS.
 - g. Revises FAA Form 6000-12, Facilities Master File (FMF) (Change Document) to comply with FSEP screens.
 - h. Establishes FAA Form 6000-13, Precommissioned Facility File (PFF) (Change Document) to comply with the FSEP screens.
 - i. Redefines responsibilities for maintaining and monitoring the FMF and PFF.

j. Establishes a list of facilities which qualify for standby engine generators for staffing standards.

k. Revises multiple unit facility lists.

l. Establishes a requirement for the Systems Maintenance Service, ASM-1; Maintenance Operations Division, ASM-200; Workforce Standards and Analysis Branch, ASM-260; and the Maintenance Automation Branch, ASM-270 to validate the FMF and PFF every 4 years as a minimum.

m. Redefines existing requirements to capture electronics and environmental personnel travel times and number of visits.

n. Redefines the regional annual FMF and PFF validation requirements.

o. Expands discrete block of "Q" identifiers to each region.

p. Establishes status code "S" to identify support-type facilities.

q. Establishes a list of facilities that are considered support-type facilities.

r. Redefines dual sources of prime power.

s. Redefines percentages of contract maintenance.

t. Redefines requirements for swapout dates.

u. Establishes a requirement for all facilities listed in the PFF in action code "1" to be entered in the FMF in a precommissioned status (status code "A"), within 3 years of the action date.

v. Establishes Appendix 1, List of Acronyms Used in this Order.

5. SCOPE AND USE OF THE FSEP.

a. The FSEP is a major subsystem in MMS Phase I, which is being used to track and maintain a profile of all the facilities, services, and equipment in the NAS. The FSEP subsystem residing on the maintenance processor system (MPS) nodes of Tandem computers consists of five files:

- (1) Facility/Service primary information (FFA). (Replaces the FMF)
- (2) Precommissioned facility information (FPF). (Replaces the PFF)
- (3) Detailed facility equipment information for a particular facility type (FEQ)
- (4) Detailed module information for specific equipment (FMO)
- (5) Power system for the engine generator profiles (FPS)

b. The FSEP in MMS is replacing its predecessors: FMF, PFF, and EGP on the Boeing Computer Service. Information in the FSEP is being used by other subsystems of MMS; e.g., the periodic maintenance (PM)/certification scheduling subsystem and the logging activity (LOG) subsystem to tie maintenance activities with NAS facilities and services.

NOTE: For the purpose of this order, only the FFA and FPF files will be addressed at this time. The FFA file will be identified as the FMF, and the FPF file will be identified as the PFF.

c. The FMF serves as the starting point for developing AF field staffing and budgetary actions based on current NAS system configuration. Automated national outage reporting systems interface with the FMF for measuring facility and service performance. The FMF is also used for scheduling technical inspections and performance evaluations. Agency elements (e.g., the Office of the Associate Administrator for Contracting and Quality Assurance and the Office of Accounting) use the FMF in support and control of property management, accounting, and auditing systems.

d. The FMF is used in the automated modification and directives distribution system as outlined in the latest edition of Order 1720.30, Distribution of Systems Maintenance Service Technical Directives Affecting Airway Facilities. Data from the FMF is used to define replacement and modification programs, to determine costs of operation, energy use, and to define other technical programs.

e. The PFF serves as the basis for developing future AF field staffing and budgetary actions. The PFF is also an automated system of selected information on equipment, systems, or support facilities to be installed or modified which will affect future staffing allowances, budgetary actions, or position distributions. The PFF contains anticipated changes to the FMF, future equipment replacements, commissioning/decommissioning status, changes to maintenance responsibilities, travel times, etc. These changes may be due to the NAS Plan, imposition of contract maintenance, non-Federal installation/takeover, sector reconfigurations and/or consolidations, or regional maintenance projects. Data from the PFF is used to predict future costs of operation, energy use, and to monitor replacement and modification programs.

f. The FMF and PFF also supplies a degree of technical information as listed below:

(1) Facility Type is a one to five character data element describing the use of the equipment in the NAS. Examples are: very high frequency omnidirectional range (VOR), tactical air navigation (TACAN), remote center air/ground (A/G) communications (RCAG) facility, flight service data processing system (FSDPS), central computer complex host (CCCH), etc. There are less than 150 different "Facility Type" central computer hosts (CCH).

(2) Facility Identification Code is also listed and describes the composition of equipment by kind of electronics (solid-state or tube-type), as well as by model and/or manufacturer, antenna or substation type, and ancillary

equipment. "Code" is also used to direct technical issuances and modification kits to the pieces of equipment requiring the technical issuances and/or modification kits.

(3) Facility Class is a further breakdown below the "facility identification code" level used to identify additional factors that affect work load, such as number of air traffic operating positions, number of supergroups, number of channels, number of light bars, wattage, and/or such things as "with or without remote maintenance monitoring (RMM) capability," category of runway (R/W), type of fuel, building or pole-mounted system, type of control system, and whether single/dual equipment, etc.

g. The FMF and PFF also identifies the facility by city, state, location identifier, cost center code, General Services Administration (GSA) address code, and region.

6. ADDING AND/OR UPDATING FMF/PFF RECORDS. This order provides criteria for making proper entries in the FSEP data base. It does not provide detailed procedures and functions to make FMF and PFF entries in the MMS system. These procedures and functions are described in the MMS/interim maintenance control software (IMCS) instruction and/or users' manual.

7. FORMS.

a. Change Document - FAA Form 6000-12, Facilities Master File, shall be prepared by cognizant personnel to report additions, deletions or revisions to the FMF. FAA Form 6000-12 is used for updating via a computer terminal on the MMS system. Instructions for completing this form are contained in Chapter 2, Procedures for Updating the FMF. FAA Form 6000-12 is stocked at the FAA Logistics Center and is available to the regions through normal supply channels, NSN 0052-00-875-1004, unit of issue is pad (50 sheets).

b. Change Document - FAA Form 6000-13, Precommissioned Facility File, shall be prepared by cognizant personnel to report additions, deletions, or revisions to the PFF. FAA Form 6000-13 is used for updating via a computer terminal on the MMS system. Instructions for completing this form are contained in Chapter 4, Procedures for Updating the PFF. FAA Form 6000-13 is stocked at the FAA Logistics Center and is available to the region through normal supply channels, NSN 0052-00-911-6000, unit of issue is pad (50 sheets).

8. RESPONSIBILITIES.

a. Regions. Regional AF division managers are responsible for ensuring that objectives and standards established by this order are met. Unless otherwise provided for by the regional AF division managers, the following responsibilities apply:

(1) FMF. The regional AF division is responsible for monitoring the FMF. This includes initiating necessary follow-up actions, rendering advice, and providing assistance to the field; reviewing and authenticating data contained in

the FMF; and accomplishing all necessary coordination between the AF division and all regional and Washington headquarters offices on all matters relating to the FMF.

(2) PFF. The regional AF division is responsible for updating, maintaining, and monitoring the PFF. The responsibility for maintenance (updating) of the PFF shall not be delegated below the regional office level. On all approved facilities and equipment (F&E), NAS Plan, or regional projects which will affect staffing allowances through the establishment, relocation, or major modification of a facility, the AF division is responsible for adding these projects to the PFF with the appropriate action codes. Monitoring the PFF includes reviewing and editing all FAA Form 6000-13's submitted by the field. The AF division is also responsible for initiating necessary follow-up actions, rendering advice, and providing assistance to the field; reviewing and authenticating data contained in the PFF; and accomplishing all necessary coordination between the AF division and all Washington offices on all matters relating to the PFF.

(3) Location identifier and cost center code validation files. The AF division is responsible for maintaining these validation files and assuring accuracy of all data. Delegation to sector management for primary data accuracy and monitoring responsibilities is authorized. Regional AF division management, however, should ensure adequate quality control procedures.

b. Sector Manager.

(1) FMF. Maintaining and updating the FMF shall be accomplished by the Airway Facilities sector (AFS) managers in accordance with the following procedures. These responsibilities shall not be redelegated below the sector managers' office staff. It is the responsibility of each AFS manager/sector field office (SFO) manager/sector field unit supervisor (SFU) to review their FMF to ensure accuracy. Immediate action(s) shall be taken to correct any error(s) by submitting FAA Form 6000-12. This form shall be prepared in accordance with instructions contained in appropriate chapters of this order. The original copy of each FAA Form 6000-12 shall be forwarded to the AFS office. Other copies may be distributed in accordance with sector policies.

(2) PFF. Monitoring of the PFF shall be accomplished by the AFS, SFO, and SFU in accordance with the following procedures. It is the responsibility of each AFS manager, SFO manager, and SFU supervisor to ensure its accuracy. Action(s) shall be taken to correct any errors/needed revisions/or additions by submitting FAA Form 6000-13. This form shall be prepared in accordance with the instructions contained in the appropriate chapters of this order. Each FAA Form 6000-13 shall be forwarded to the AF division through the sector office. Other copies may be distributed in accordance with sector/regional policies. On all projects that establish a new facility in the PFF, the sector office is responsible for adding a facility record to its FMF in a precommissioned status within the established 3-year window.

c. Washington Headquarters. ASM is responsible for maintaining the FSEP subsystem description, software, and documentation. ASM-200 exercises functional oversight responsibilities and is responsible for Order 6000.5. The National Automation Engineering Field Support Division, AOS-300, is responsible for the actual FSEP software including software documentation and the users' manual. ASM-260 is responsible for maintaining the facility-type, code, and class validation files. The Performance Analysis Branch, ASM-110, and ASM-260, are responsible for maintaining the facility-type and status code validation files. ASM-270 is responsible for maintaining the short names by FA/CA number validation files.

9. EVALUATION AND VALIDATION.

a. Regional AF divisions have responsibility for conducting annual evaluations to validate the accuracy of data contained in the FMF and PFF. This may be accomplished by appointing a special team or making it part of the technical evaluation program. The entire validation of both files should be accomplished over a three-year period. Evaluations shall not be merely a desk audit, but shall be a thorough investigation and verification of the accuracy of records. Any discrepancies found during the evaluation or verification shall be resolved within 30 days by initiating Change Documents FAA Form 6000-12 and FAA Form 6000-13. Annually, each AF division will submit to ASM-200 a memorandum summarizing the results of the validation and list the cost centers that were validated. The validations and evaluations of the FMF and PFF (RIS: AF6000-30) have been assigned for regional response in memorandum form and will be submitted by October 15 of each year.

b. ASM-260 and ASM-270 will conduct periodic evaluations and/or validations using the MMS retrieval system. Each region will be requested to correct any errors or discrepancies noted. ASM-260 and ASM-270 will also conduct an in-depth validation every 4 years as a minimum.

10.-19. RESERVED.

CHAPTER 2. PROCEDURES FOR UPDATING THE FMF

20. COMPLETION AND SUBMISSION OF CHANGE DOCUMENTS. FAA Form 6000-12 will be the only form used to update the FMF.

NOTE: ZERO (0) ENTRIES SHALL BE SLASHED.

21. DUE DATES.

a. In order for a change (which occurs in any given month) to appear in the revised FMF for outage reporting, the change must be in the sector manager's office by the last workday of the month in which the change is made. There remains a very definite need, however, to have each FMF update reflect all newly COMMISSIONED and DECOMMISSIONED facilities for the reporting period covered. Accurate and timely changes to status codes are the responsibility of each sector office and their importance cannot be over-emphasized. In order to meet this need and to ensure compatibility of commissioned facilities listed in the FMF and the count established by the Air Traffic (AT) division through the media of notices to airmen (NOTAM), the following procedures will be followed:

A confirmation dispatch or telephone call will be directed to the appropriate AF sector office during the interval beginning with the 25th day of each month and extending through the last working day of each calendar month. This confirmation dispatch/telephone call is required on all facilities added to the FMF in a "C" or "D" status and only for changes in status codes as follows:

(1) A change from status code "A" to "C," "D," "E," "F," "G," or "S"

(2) A change from status codes "D," "E," "F," "G," or "S" to "X"

b. On the first working day of each month, a nationally executed program will access and take a snapshot containing the previous month's updates for a national FMF.

22. ON-LINE UPDATE. FAA Form 6000-12 is used for updating the FMF via MMS terminal. (Refer to Figure 2-1, FMF On-line Update Form). Following are instructions for completing FAA Form 6000-12:

a. Item 1. Facility Type. For operating-type facilities, only the facility contraction (as defined in the latest edition of Order 1380.40, Airway Facilities Sector Level Staffing Standard System) shall be used in the FMF. For pseudo-cost type facilities, use the facility contractions as contained in paragraph 31.c. of this order. (Refer to the latest edition of Order 6040.15, National Airspace Performance Reporting System (NAPRS) for pseudo-service type facilities). Data will be entered (left aligned) with trailing blanks. (Refer to Figure 2-2, Add Facility Example).

NOTE: The facility contraction and facility identification code must also be listed as in the latest edition of Order 1375.4, Standard Data Elements and Codes Facility Identification and Supplemental Standards, before a facility can be entered in the FMF.

FIGURE 2-1. FMF ON-LINE UPDATE FORM

Change Document Facilities Master File				A <input type="checkbox"/> ADD B <input type="checkbox"/> CHANGE C <input type="checkbox"/> DELETE	
Item No.	Data for FAA Subsystem	Old Data	New Data		
1	FACILITY TYPE				
2	LOCATION IDENTIFIER				
3	REGION				
4	COST CENTER				
5	LOCATION NAME - (13 Characters)				
6	STATE				
7	GSA ADDRESS CODE				
8	FACILITY IDENT CODE				
9	FACILITY CLASS				
10	STATUS				
11	STATUS DATE (MMDDYY)				
12	INVENTORY LOCATION CODE				
13	CONGRESSIONAL DISTRICT				
14	RESPONSIBILITY CODE				
15	POWER SOURCE CODE				
16	AIR CONDITIONING CODE				
17	FACILITY UNITS				
18	RESTORATION LEVEL CODE				
19	FREQUENCIES IN PLACE				
20	CONTRACT MAINTENANCE				
21	REMOTE LOCATION - ASSOC.				
22	CONTROL LOCATION - ASSOC.				
23	ENV TECH TRIPS CO - FACIL				
24	ENV TECH TVL MIN/CO - IDENT				
25	ELECT TECH TRIPS CO - FACIL				
26	ELECT TECH TVL MIN/CO - IDENT				
27	REGIONAL USE FIELD 1				
28	MAJOR SWAPOUT DATE (MMDDYY)				
29	NAPRS REPORTING LEVEL				
30	NAPRS CONTROL - FAC				
31	NAPRS CONTROL - IDENT				
32 REMARKS					
33 ORIGINATOR SIGNATURE AND TITLE		34 DATE	35 REVIEWED BY		
			RTG. SYM.	INIT	DATE
			RTG. SYM.	INIT	DATE

FAA Form 6000-12 (7-92) Supersedes Previous Edition

FIGURE 2-2. ADD FACILITY EXAMPLE

This form illustrates a precommissioning entry. In this example, there has not been any previous form submitted.

Change Document Facilities Master File						<input checked="" type="checkbox"/> ADD <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETE	
Item No.	Data for FAA Subsystem	Old Data				New Data	
1	FACILITY TYPE					VOR	
2	LOCATION IDENTIFIER					TOC	
3	REGION					SO	
4	COST CENTER					0844H	
5	LOCATION NAME - (13 Characters)					TOCCOA	
6	STATE					GA	
7	GSA ADDRESS CODE					4618	
8	FACILITY IDENT CODE					111AE	
9	FACILITY CLASS					E	
10	STATUS					A	
11	STATUS DATE (MMDDYY)					07-10-91	
12	INVENTORY LOCATION CODE						
13	CONGRESSIONAL DISTRICT					09	
14	RESPONSIBILITY CODE					A	
15	POWER SOURCE CODE						
16	AIR CONDITIONING CODE						
17	FACILITY UNITS					001	
18	RESTORATION LEVEL CODE						
19	FREQUENCIES IN PLACE						
20	CONTRACT MAINTENANCE						
21	REMOTE LOCATION - ASSOC.						
22	CONTROL LOCATION - ASSOC.						
23	ENV TECH TRIPS/CO - FACIL						
24	ENV TECH TVL MIN/CO - IDENT						
25	ELECT TECH TRIPS/CO - FACIL						
26	ELECT TECH TVL MIN/CO - IDENT						
27	REGIONAL USE FIELD 1						
28	MAJOR SWAPOUT DATE (MMDDYY)						
29	NAPRS REPORTING LEVEL						
30	NAPRS CONTROL - FAC						
31	NAPRS CONTROL - IDENT						
32 REMARKS Establish new facility Job # 11563							
33 ORIGINATOR SIGNATURE AND TITLE A.E. Stewart SFO Manager				34 DATE 07/10/91		35 REVIEWED BY BKG. SYM. JES RTG. SYM. JF6 DATE 07/10/91	

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b. Item 2. Location Identifier. Use the three or four alphanumeric character identifier as authorized in the latest edition of Order 7350.6, Location Identifiers, and supplemental instructions in Appendix 2, Facility Identification, of this order for assignment and use of other identifiers. Data will be entered (left aligned) with trailing blanks. (Refer to figure 2-2).

c. Item 3. Region. Use the two-letter symbol for regional identification listed in Appendix 3, Special Use Facilities Master File Reporting Codes, paragraph 3.

d. Item 4. Cost Center. Use the alphanumeric area/cost center code as defined in the latest edition of Order 1375.7, Organizational/Cost Center Codes Standard Data Element. Data will be entered (left aligned) with the first character a zero. Cost center is the organization assigned maintenance responsibility so when new locations are added they will normally be maintained within the assigned geographical proximity of the organization.

e. Item 5. Location Name - (13 Characters). If appropriate, use the location name listed in Order 7350.6; otherwise, use the location name of the nearest city, town, or municipality. (For Western Pacific areas, include the name of the island). (Refer to Post Office Department Publication 59, Abbreviations, for those names exceeding 13 characters/positions (including spaces).) If the location is not listed in that publication, develop a reasonable abbreviation within 13 characters/positions. The location's name must be spelled and listed exactly the same for all facilities located at the same location; i.e., Angel Peak not Angel-Peak for some and Angel Peak for the remaining facilities; Pillar Mt., not Pillar Mt for some and Pillar MTN for the rest, etc. Data will be entered (left aligned) with trailing blanks. (Refer to figure 2-2).

f. Item 6. State. Enter the two-character alphabetical state code as shown in appendix 3, paragraph 6.

g. Item 7. GSA Address Code. Enter the assigned four-character alphanumeric code as contained in the latest edition of Order 4650.15, Supply Support Code Assignment/Cross-Reference Maintenance.

NOTE: When a new or additional GSA address code is required, FAA Form 4250-16, Address Change Record, will be prepared and submitted as prescribed in Order 4650.15.

h. Item 8. Facility Ident Code. Use the five-character alphanumeric facility identification code as contained in Order 1375.4. When changing the facility identification code for a commissioned facility in response to a major replacement action, show the date the equipment was replaced in the "Major Swapout Date" field (item 28). THE STATUS DATE SHALL NOT BE CHANGED. (Refer to paragraph 22k (Item 11) concerning status date.)

i. Item 9. Facility Class. This one-character alphanumeric symbol is defined in Order 1380.40.

j. Item 10. Status. Enter the appropriate one-character alphabetical facility status code as listed in appendix 3, paragraph 5.

k. Item 11. Status Date (MMDDYY). Enter the month, day, and year that the facility attained its latest status. However, once a facility achieves status code "D," the status date (original commissioning date) SHALL NOT BE changed until that facility is formally decommissioned. **THERE WILL BE NO EXCEPTIONS TO THIS RULE.** The status date is an eight-character field using numerics 01 through 12 for the month designator; two numerics 01 through 31 for the day designator; and two numerics representing the year (e.g., January 5, 1989 would be 01/05/89. (Refer to Figure 2-3, Change Decommissioning Example).

l. Item 12. Inventory Location Code. The guidelines given in the following paragraphs shall be used for assignment of inventory location codes in accordance with Order 4650.15.

(1) Individual facilities shall be assigned a two-digit alphanumeric inventory location code with the first position of the code being numeric. There must be no duplication of inventory location codes for individual facilities sharing the same GSA address code. Pseudo-cost-type facilities such as HDQ, HDQS, HDQF1, HDQF2, HDQFU, etc., must have a two-character alphanumeric code, but not 00.

(2) All collocated facilities served by a common inventory shall be assigned the same two-character inventory location code with an alphabetical character in the first position. The second position may be assigned any number or alphabet EXCEPT "A," "I," "O," "W," "X," "Y," and "Z."

(3) Facilities in the FMF which do not receive supply support from the FAA Logistics Center shall be assigned code 00. Pseudo-service type facilities in the FMF (such as terminal radar service (TRAD), terminal secondary radar service (TSEC), beacon data service (digitized) (BDAT), etc.) shall not be assigned an inventory location code. This field must be left blank.

m. Item 13. Congressional District. This two-digit numeric field is used for reporting the congressional district in which the facility is located (e.g., 02). Facilities with a status code "X" do not require a congressional district entry. For facilities which are not in an identified congressional district, enter 00. All pseudo-service type facilities shall not be assigned a congressional district and this field must be blank.

n. Item 14. Responsibility Code. Use the one-character alphanumeric codes listed in appendix 3, paragraph 4, which indicates ownership and maintenance responsibility.

FIGURE 2-3. CHANGE DECOMMISSIONING EXAMPLE

To decommission a facility in the FMF, complete old data fields and place an "X" in status field. Enter status date and change date. Sign and date the change document. Facility will remain in decommissioned status in the FMF for at least a 12-month period.

Change Document Facilities Master File				A <input type="checkbox"/> ADD B <input checked="" type="checkbox"/> CHANGE C <input type="checkbox"/> DELETE	
Item No.	Data for FAA Subsystem	Old Data	New Data		
1	FACILITY TYPE	R C A G			
2	LOCATION IDENTIFIER	P N S A			
3	REGION				
4	COST CENTER				
5	LOCATION NAME - (13 Characters)				
6	STATE				
7	GSA ADDRESS CODE				
8	FACILITY IDENT CODE				
9	FACILITY CLASS				
10	STATUS	D	X		
11	STATUS DATE (MMDDYY)	01-22-82	07-10-91		
12	INVENTORY LOCATION CODE				
13	CONGRESSIONAL DISTRICT				
14	RESPONSIBILITY CODE				
15	POWER SOURCE CODE				
16	AIR CONDITIONING CODE				
17	FACILITY UNITS	001	000		
18	RESTORATION LEVEL CODE				
19	FREQUENCIES IN PLACE				
20	CONTRACT MAINTENANCE				
21	REMOTE LOCATION - ASSOC.				
22	CONTROL LOCATION - ASSOC.				
23	ENV TECH TRIPS/CO - FACIL				
24	ENV TECH TVL MIN/CO - IDENT				
25	ELECT TECH TRIPS/CO - FACIL				
26	ELECT TECH TVL MIN/CO - IDENT				
27	REGIONAL USE FIELD 1				
28	MAJOR SWAPOUT DATE (MMDDYY)	- -	- -		
29	NAPRS REPORTING LEVEL				
30	NAPRS CONTROL - FAC				
31	NAPRS CONTROL - IDENT				
32 REMARKS					
33 ORIGINATOR SIGNATURE AND TITLE		34 DATE	35 REVIEWED BY		
A. E. Stewart SFO Manager		07/10/91	RTG. SYM. JES	INIT JES	DATE 07/10/91

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o. Item 15. Power Source Code. Every OPERATING-TYPE facility record with status codes "C," "D," "E," "F," "S," or "G," must have one of the power source codes listed in appendix 3, paragraph 2. The power source codes "1," "5," "A," "E," "J," "N," or "Y" should only be assigned to the primary facility such as an airport traffic control tower (ATCT) rather than tower building (TOWB); air route traffic control center (ARTCC) rather than center building maintenance (CTRB); VOR rather than TACAN; air route surveillance radar (ARSR) rather than common digitizer (CD); air traffic control beacon interrogator (ATCBI) rather than CD; airport surveillance radar (ASR) rather than air traffic control radar beacon (ATCRB) system; etc. (Refer to Appendix 4, Assignment of Power Source Codes for Standby Engine Generators, for facilities that qualify for standby engine generators). Only the facilities listed in appendix 4 are authorized to use power source codes "1," "5," "A," "E," "J," "N," or "Y." ONLY ONE FACILITY IN A CENTRAL COMPLEX WILL BE ASSIGNED ONE OF THE ABOVE SEVEN POWER CODES.

NOTE: The engine generator (E/G) shall be coded to the facility which initiated the requirement for standby power. The only exception is the Airway/Terminal Building Maintenance (ATBM). (Refer to Order 1380.40).

p. Item 16. Air Conditioning Code. Enter "A" if the facility and/or equipment room is air-conditioned and a zero if not air conditioned for all FAA facilities in status codes "C," "D," "E," "F," "S," and "G" only. Do not leave blank.

NOTE: Only an "A" or zero shall be used. This field shall be left blank for facilities in status "P" and "Z."

q. Item 17. Facility Units. Normally each facility represents a single unit and the figure 1 (right aligned) with leading zeros should be entered for every facility except those with status code "X" and those of multiple facility units. When a facility is decommissioned, change the number of units to zeros. Secondary-type facilities, such as vehicles, living quarters, air traffic controller chairs, etc., may have two or more facility units at the same location in which case the applicable number of units will be entered (e.g., two units are entered as 002. (Refer to appendix 3, paragraph 1, or Order 1380.40 for a list of multiple unit facilities). These are the only facilities that are authorized to list more than one unit.

r. Item 18. Restoration Level Code. Enter the two-character restoration level code assigned in accordance with the latest edition of Order 6030.31, Restoration of Operational Facilities. This FMF entry represents the official normal restoration response for each facility and any other documentation is secondary to this entry.

s. Item 19. Frequencies-In-Place. This three-digit numeric field is used for reporting the number of frequencies-in-place for some communications facilities or services with a discrete number of frequencies; e.g., en route communications service (ECOM), RCAG, remote transmitter/receiver (RTR), remote communications outlet (RCO), and ground/air transmitter/receiver (GATR). A

terminal communications service (TCOM) facility shall also be established for locations listed in Order 6040.15, appendix 4, for reporting the number of frequencies-in-place. Leave this entry blank for all other facilities. The number of frequencies shall be (right aligned) with leading zeros (e.g., six frequencies-in-place will be entered as 006). (Refer to Order 6040.15 for definition of frequencies-in-place).

t. Item 20. Contract Maintenance.

(1) This three-digit numeric field is used to record the percentage of contract maintenance. The number shall be (right aligned) with leading zeros. The staffing standard will now show the total maintenance operations requirement. This includes in-house maintenance accomplishments and contract maintenance for the FAA mission. Total maintenance is the total number of hours that would be required if the maintenance was accomplished in-house. In cases where a portion of the in-house maintenance is not accomplished in-house, the portion which is off-loaded by having contracts, can be shown by the percent contract field. For example: if the air conditioner maintenance for CTRB is accomplished by contract, which normally requires 200 hours in-house per year and in-house total requires 2000 hours per year, then $200 \div 2000 = 10$ percent which is off-loaded from in-house work load.

(2) Facilities with responsibility codes from "S" to "Z" must show a percent of contract maintenance. The percent shall not be less than 1 percent or greater than 90 percent.

(3) Minor maintenance, janitorial, grass cutting, etc., for collocated facilities should be charged to the primary facility; i.e., VOR/TACAN charge to the VOR.

(4) If no contract maintenance, leave blank.

NOTE: Do not enter as zeros. All zeros will default the computer during a staffing merge and no staffing values will be generated.

u. Item 21. Remote Location - Assoc. and Item 22. Control Location - Assoc. (Refer to Order 7350.6 for proper remote and control three-letter identifiers and/or runway numbers). Appendix 3, paragraph 7, lists facility types as grouped in Order 1375.4 and provides guidance in assigning remote and control entries. For those facilities with four-letter identifiers, the suffix shall be deleted.

NOTE: For terminal area navigation facilities, system code "3," enter the applicable runway number and airport identifier in the remote location, and control location field respectively. Runway numbers will be entered (left aligned); i.e., 30 degrees (03); 30 degrees right (03R); 300 degrees (30); 300 degrees left (30L), etc. (Examples are shown in appendix 3, paragraph 7.) The right-hand space is reserved for runway suffixes LEFT (L), CENTER (C) or RIGHT (R); otherwise, it will be left blank. Enter runway

number if the facility is used only for a terminal approach. If the facility provides an en route fix, use the ident of the facility in the remote location field. All facilities in system code "3" shall have a runway number.

v. Item 23. Env Tech Trips/Co - Facil. This five-character alphanumeric field is used to record the number of visits to the site or if collocated, enter the primary facility type. A travel team developed a list of facilities that travel trips are authorized and the number of authorized visits. (Refer to Appendix 5, Preferred Designation of Primary Facilities.) Enter the authorized visits to the site, (right aligned) with leading zeros (e.g., if the number of authorized visits is 33, the entry would be 00033). For a collocated facility, enter the facility type of the primary facility (left aligned) with trailing blanks (e.g., VOR_). (Refer to Appendix 6, Facilities Not Authorized Travel Time or Trips).

w. Item 24. Env Tech Tvl Min/Co - Ident. This four-character alphanumeric field is used to record travel time or collocated facility ident. For primary facilities, record the normal (average) one-way travel time in minutes (right aligned) with leading zeroes (e.g., an hour and a half would be entered as 0090). If this record is for a collocated facility, enter the facility identifier of the primary facility (left aligned) with trailing blanks (e.g., MEM_).

x. Item 25. Elect Tech Trips/Co - Facility. This five-character alphanumeric field is used to record the number of visits to the site or if collocated, the primary facility type. A travel team developed a list of authorized facilities for travel and the number of authorized visits. (Refer to appendix 5 for a list of preferred designation primary facilities). Enter the authorized visits to the site, (right aligned) with leading zeros (e.g., if the number of authorized visits is 33, the entry would be 00033). For a collocated facility, enter the facility type of the primary facility (left aligned) with trailing blanks (e.g., VOR_). (Refer to appendix 6).

y. Item 26. Elect Tech Tvl Min/Co - Ident. This four-character alphanumeric field is used to record travel time or collocated facility ident. For primary facilities, record the normal (average) one-way travel time in minutes (right aligned) with leading zeros (e.g., an hour and a half would be entered as 0090). If this record is for a collocated facility, enter the facility identifier of the primary facility, (left aligned) with trailing blanks (e.g., MEM_).

(1) Trips to facilities collocated with or adjacent to office or work place when technicians report to duty are not to be counted; i.e., automated radar terminal system (ARTS) technicians report to the base buildings where ATCT/ARTS, etc., are located.

(2) Remember travel data only applies to travel for direct work staff functions. Do not include travel for technical support, administrative, and management functions. Travel data is only one way travel to the job site. Travel time on the job site is already included in the direct maintenance PM, corrective maintenance (CM), and auxiliary times.

(3) The number of trips should reflect the nature of work trips, not the type of employee that makes the trip. For example, if an electronics technician is required to visit a site to perform environmental work, the type of trip would be environmental, not electronics.

(4) Travel data should only be reflected for primary facilities; i.e., VOR not TACAN, ARSR not ATCRB, etc. The secondary facility should show the collocated primary facility in the travel data fields. (Refer to appendix 6).

z. Item 27. Regional Use Field 1. This eight-character data field may be used by regions as desired.

aa. Item 28. Major Swapout Date (MMDDYY). The date of major swapout is the date of the most recent major replacement. A major replacement involves new electronics equipment for which initial training, joint acceptance inspection (JAI), and a flight check may be required, and for which an additional CM is expected during the burn-in period. The date of major swapout is the date used by the staffing standard to calculate non-recurring staffing values. When changing the facility identification code or facility class in response to a major replacement action or modification, show the date equipment was replaced or modified in this field. THE STATUS DATE SHALL NOT BE CHANGED. The swapout date for equipment replacement shall stay on the FMF until another major swapout occurs. When a major equipment replacement is accomplished (PFF action code "5"), enter the swapout date on the FMF using the date the project was accomplished. DO NOT CHANGE STATUS DATE. The swapout date gives additional staffing for start-up maintenance; i.e., action code "5" on the PFF gives additional staffing 6 months prior to tentative PFF action date to assist F&E installation, initial flight check, and initial training. For a 12-month period after the swapout date listed on the FMF, additional staffing (non-recurring) is given to clear the JAI exception, infant mortality, and environmental maintenance.

bb. Item 29. NAPRS Reporting Level. A single character to indicate if log entry is upwardly reportable in accordance with Order 6040.15 or as directed by regional/local policy.

cc. Item 30 NAPRS Control - Fac and Item 31. NAPRS Control Ident. The facility and location identifier with NAPRS reporting interruption responsibility. It is used for monthly NAPRS reports and file generators. (Refer to Order 6040.15).

dd. Item 32. Remarks. The remarks section shall be used to provide the reviewers with a brief reason for the form's submission.

(1) For "Add" submissions, provide a brief narrative indicating the project authority; e.g., job order number, project number, local project, etc.

(2) For "Delete" submissions:

(a) Decommissioned facilities. To delete a decommissioned facility, provide a brief statement that the facility has been decommissioned

longer than 12 months and that the originator has reviewed the appropriate records and has determined no further need for the FMF entry.

(b) Cancelled project. When deleting a precommissioning entry, indicate in the remarks of the change document that all costs have been capitalized or that none will be incurred.

(3) For "Change" submissions, the originator will provide a brief narrative stating the reason(s) for the change(s); e.g., change in cost center, class, status, etc.

ee. Item 33. Originator Signature and Title. Self-explanatory.

ff. Item 34. Date. The date the form was completed.

gg. Item 35. Reviewed By. Self-explanatory.

23. UPDATING THE PROPER FIELDS. The FMF shall be updated as required. FAA Form 6000-12 is the means of changing input to the FMF. The following fields are to be completed in accordance with paragraphs 20 through 22 contained in this order.

a. At the top of the form, check the appropriate block: "add," "delete," or "change."

(1) ADD. A check in block "A" adds a new record to the FMF. ALL DATA MUST BE IN THE NEW DATA COLUMN ONLY. (Refer to figure 2-2).

(a) To add a facility with status code "A," the following fields shall be completed:

Item 1	FACILITY TYPE
Item 2	LOCATION IDENTIFIER
Item 3	REGION
Item 4	COST CENTER
Item 5	LOCATION NAME - (13 Characters)
Item 6	STATE
Item 7	GSA ADDRESS CODE ^{1/}
Item 8	FACILITY IDENT CODE
Item 9	FACILITY CLASS
Item 10	STATUS (A)
Item 11	STATUS DATE (MMDDYY)
Item 12	INVENTORY LOCATION CODE ^{1/}
Item 13	CONGRESSIONAL DISTRICT
Item 14	RESPONSIBILITY CODE
Item 17	FACILITY UNITS
Item 32	REMARKS
Item 33	ORIGINATOR SIGNATURE AND TITLE
Item 34	DATE
Item 35	REVIEWED BY

NOTE: Any of the remaining fields may be completed if data is available.

^{1/}-Not required for non-Federal facilities; i.e., responsibility codes "4" through "8"

(b) To add a facility with status code "C," the following fields shall be completed:

- Item 1 FACILITY TYPE
- Item 2 LOCATION IDENTIFIER
- Item 3 REGION
- Item 4 COST CENTER
- Item 5 LOCATION NAME - (13 Characters)
- Item 6 STATE
- Item 7 GSA ADDRESS CODE ^{1/}
- Item 8 FACILITY IDENT CODE
- Item 9 FACILITY CLASS
- Item 10 STATUS (C)
- Item 11 STATUS DATE (MMDDYY)
- Item 12 INVENTORY LOCATION CODE ^{1/}
- Item 13 CONGRESSIONAL DISTRICT
- Item 14 RESPONSIBILITY CODE
- Item 15 POWER SOURCE CODE ^{1/}
- Item 16 AIR CONDITIONING CODE (Do Not Leave Blank Must Be "A" or Zero) ^{1/}
- Item 17 FACILITY UNITS
- Item 19 FREQUENCIES-IN-PLACE (for RTR, RCO, RCAG & GATR only) ^{1/}
- Item 20 CONTRACT MAINTENANCE (if required)
- Item 21 REMOTE LOCATION -ASSOC. ^{1/}
- Item 22 CONTROL LOCATION - ASSOC. ^{1/}
- Item 23 ENV TECH TRIPS/CO - FACIL
- Item 24 ENV TECH TVL MIN/CO - IDENT
- Item 25 ELECT TECH TRIPS/CO - FACIL
- Item 26 ELECT TECH TVL MIN/CO - IDENT
- Item 32 REMARKS
- Item 33 ORIGINATOR SIGNATURE AND TITLE
- Item 34 DATE
- Item 35 REVIEWED BY

^{1/}-Not required for non-Federal facilities

(c) To add a facility with status codes "D," "E," "F," or "G," the following fields shall be completed:

Item 1	FACILITY TYPE
Item 2	LOCATION IDENTIFIER
Item 3	REGION
Item 4	COST CENTER
Item 5	LOCATION NAME - (13 Characters)
Item 6	STATE
Item 7	GSA ADDRESS CODE ^{1/}
Item 8	FACILITY IDENT CODE
Item 9	FACILITY CLASS
Item 10	STATUS
Item 11	STATUS DATE (MMDDYY)
Item 12	INVENTORY LOCATION CODE ^{1/}
Item 13	CONGRESSIONAL DISTRICT
Item 14	RESPONSIBILITY CODE
Item 15	POWER SOURCE CODE ^{1/}
Item 16	AIR CONDITIONING CODE (shall not be left blank, must have an "A" or zero) ^{1/}
Item 17	FACILITY UNITS
Item 18	RESTORATION LEVEL CODE ^{1/}
Item 19	FREQUENCIES-IN-PLACE (RTR, RCO, RCAG, & GATR)
Item 20	CONTRACT MAINTENANCE
Item 21	REMOTE LOCATION - ASSOC. ^{1/}
Item 22	CONTROL LOCATION - ASSOC. ^{1/}
Item 23	ENV TECH TRIPS/CO - FACIL
Item 24	ENV TECH TVL MIN/CO - IDENT
Item 25	ELECT TECH TRIPS/CO - FACIL
Item 26	ELECT TECH TVL MIN/CO - IDENT
Item 29	NAPRS REPORTING LEVEL ^{1/}
Item 30	NAPRS CONTROL - FAC ^{1/}
Item 31	NAPRS CONTROL - IDENT ^{1/}
Item 32	REMARKS
Item 33	ORIGINATOR SIGNATURE AND TITLE
Item 34	DATE
Item 35	REVIEWED BY

^{1/}-Not required for non-Federal facilities; all other fields must have an entry.

(d) To add a pseudo-service facility (status code "Z"), only the following fields shall be completed:

- Item 1 FACILITY TYPE
- Item 2 LOCATION IDENTIFIER
- Item 3 REGION
- Item 4 COST CENTER
- Item 5 LOCATION NAME - (13 Characters)
- Item 6 STATE
- Item 10 STATUS (Z)
- Item 11 STATUS DATE (MMDDYY)
- Item 14 RESPONSIBILITY CODE
- Item 17 FACILITY UNITS (001)
- Item 19 FREQUENCIES-IN-PLACE (only ECOM and TCOM)
- Item 21 REMOTE LOCATION - ASSOC.
- Item 22 CONTROL LOCATION - ASSOC.
- Item 29 NAPRS REPORTING LEVEL
- Item 30 NAPRS CONTROL - FAC
- Item 31 NAPRS CONTROL - IDENT
- Item 32 REMARKS
- Item 33 ORIGINATOR SIGNATURE AND TITLE
- Item 34 DATE
- Item 35 REVIEWED BY

NOTE: All other data fields shall be left blank.

(e) To add a pseudo-cost facility (status code "P"), only the following fields shall be completed:

- Item 1 FACILITY TYPE
- Item 2 LOCATION IDENTIFIER
- Item 3 REGION
- Item 4 COST CENTER
- Item 5 LOCATION NAME - (13 Characters)
- Item 6 STATE
- Item 7 GSA ADDRESS CODE
- Item 8 FACILITY IDENT CODE
- Item 10 STATUS (P)
- Item 11 STATUS DATE (MMDDYY)
- Item 12 INVENTORY LOCATION CODE
- Item 13 CONGRESSIONAL DISTRICT
- Item 17 FACILITY UNITS (001)
- Item 32 REMARKS
- Item 33 ORIGINATOR SIGNATURE AND TITLE
- Item 34 DATE
- Item 35 REVIEWED BY

NOTE: All other data fields shall be left blank.

(f) To add a support-type facility (status code "S"), only the following data fields shall be completed. (Refer to paragraph 34 for a list of support-type facilities.)

Item 1	FACILITY TYPE
Item 2	LOCATION IDENTIFIER
Item 3	REGION
Item 4	COST CENTER
Item 5	LOCATION NAME - (13 Characters)
Item 6	STATE
Item 7	GSA ADDRESS CODE
Item 8	FACILITY IDENT CODE
Item 9	FACILITY CLASS
Item 10	STATUS (S)
Item 11	STATUS DATE (MMDDYY)
Item 12	INVENTORY LOCATION CODE
Item 13	CONGRESSIONAL DISTRICT
Item 14	RESPONSIBILITY CODE
Item 15	POWER SOURCE CODE
Item 16	AIR CONDITIONING CODE
Item 17	FACILITY UNITS
Item 20	CONTRACT MAINTENANCE
Item 23	ENV TECH TRIPS/CO - FACIL ^{1/}
Item 24	ENV TECH TVL MIN/CO - IDENT ^{1/}
Item 25	ELECT TECH TRIPS/CO - FACIL ^{1/}
Item 26	ELECT TECH TVL MIN/CO - IDENT ^{1/}
Item 32	REMARKS
Item 33	ORIGINATOR SIGNATURE AND TITLE
Item 34	DATE
Item 35	REVIEWED BY

NOTE: All other data fields shall be left blank.

^{1/}-Collocated facility, the primary facility type and ident should be used in lieu of travel time and trips except VEHS maintenance facility types must show travel time and trips.

(2) CHANGE. A check in block "B" indicates a change to the FMF.

(a) The facility type and location ident must be completed for all FMF changes in the old data column.

(b) Aside from the field listed in paragraph 23.a.(2)(a) above, only additional data or changed data should appear on the form. The old data must appear in the old data column; new or changed data shall be inserted in new data column. (Refer to Figure 2-4, Change Facility Identification Code Example.)

(c) When a facility is being changed from status code "A" to "C," the following fields shall be completed:

Item 1	FACILITY TYPE
Item 2	LOCATION IDENTIFIER
Item 10	STATUS (C)
Item 11	STATUS DATE (MMDDYY)
Item 15	POWER SOURCE CODE ^{1/}
Item 16	AIR CONDITIONING CODE ^{1/}
Item 19	FREQUENCIES-IN-PLACE (RCAG, RTR, RCO, and GATR only) ^{1/}
Item 20	CONTRACT MAINTENANCE ^{1/}
Item 21	REMOTE LOCATION - ASSOC. ^{1/}
Item 22	CONTROL LOCATION - ASSOC. ^{1/}
Item 23	ENV TECH TRIPS/CO - FACIL ^{1/}
Item 24	ENV TECH TVL MIN/CO - IDENT ^{1/}
Item 25	ELECT TECH TRIPS/CO - FACIL ^{1/}
Item 26	ELECT TECH TVL MIN/CO - IDENT ^{1/}
Item 32	REMARKS
Item 33	ORIGINATOR SIGNATURE AND TITLE
Item 34	DATE
Item 35	REVIEWED BY

^{1/}-Unless already on the FMF and no corrections or changes required.

FIGURE 2-4. CHANGE FACILITY IDENTIFICATION CODE EXAMPLE

A change form shall be used to show any changes to existing entries; i.e., power source code, class, conversion to solid-state, VOR conversion to second generation, etc. This example is to replace an old ASR antenna with ASR-8 type.

Change Document Facilities Master File				<input type="checkbox"/> ADD <input checked="" type="checkbox"/> CHANGE <input type="checkbox"/> DELETE	
Item No.	Data for FAA Subsystem	Old Data	New Data		
1	FACILITY TYPE	ASR			
2	LOCATION IDENTIFIER	ORF			
3	REGION				
4	COST CENTER				
5	LOCATION NAME - (13 Characters)				
6	STATE				
7	GSA ADDRESS CODE				
8	FACILITY IDENT CODE	4531A	4531E		
9	FACILITY CLASS				
10	STATUS				
11	STATUS DATE (MMDDYY)				
12	INVENTORY LOCATION CODE				
13	CONGRESSIONAL DISTRICT				
14	RESPONSIBILITY CODE				
15	POWER SOURCE CODE				
16	AIR CONDITIONING CODE				
17	FACILITY UNITS				
18	RESTORATION LEVEL CODE				
19	FREQUENCIES IN PLACE				
20	CONTRACT MAINTENANCE				
21	REMOTE LOCATION - ASSOC.				
22	CONTROL LOCATION - ASSOC.				
23	ENV TECH TRIPS/CO - FACIL				
24	ENV TECH TVL MIN/CO - IDENT				
25	ELECT TECH TRIPS/CO - FACIL				
26	ELECT TECH TVL MIN/CO - IDENT				
27	REGIONAL USE FIELD 1				
28	MAJOR SWAPOUT DATE (MMDDYY)				
29	NAPRS REPORTING LEVEL				
30	NAPRS CONTROL - FAC				
31	NAPRS CONTROL - IDENT				
32 REMARKS Replace old antenna with new type JOB # 56711					
33 ORIGINATOR SIGNATURE AND TITLE A. Stewart SFO Manager		34 DATE 07/10/91	35 REVIEWED BY RTG. SYM. PES INIT JFG DATE 07/10/91 RTG. SYM. INIT DATE		

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(d) When a facility is being changed from status code "A" to "D," all fields referenced in paragraph 23a(2)(c) above, plus the following shall be completed:

Item 18 RESTORATION LEVEL CODE
Item 29 NAPRS REPORTING LEVEL
Item 30 NAPRS CONTROL - FAC
Item 31 NAPRS CONTROL - IDENT

(e) When a facility is being changed from status code "C" to "D," "E," "F," or "G," the fields referenced in paragraphs 23.a.(2)(c) and (d) above shall be completed.

(f) When a facility is being changed to status code "X," the present facility type, location identifier, status, status date, and number of units must be entered in the old data column. In the new data column enter status code "X," new status date, and all zeros for the number of units.

NOTE: Once a facility has obtained a "C," "D," "E," "F," or "G" status, the facility must be decommissioned (status code "X") before deleting the record from the FMF. Also, after decommissioning a facility, an entry MUST remain in the FMF for at least a 12-month period to ensure all maintenance expenditures and logistics activities are captured.

(g) To change region, facility type, and/or location ident, the facility type and location ident must be entered in the old data column. Enter only the data to be changed in the new data column. The regional AF division shall advise ASM-270 in order to establish a reference table in the data file to provide an audit trail for historical data. The table will be retained in the computer system for 4 years from the change data. (Refer to Figure 2-5, Change Key Field Example).

(3) DELETE. A check in block "C" will initiate action to delete the entire record from the FMF.

(a) Use this block only when a facility has been completely abandoned or dismantled and will no longer incur any maintenance expenditures, including direct fixed costs such as rents, utilities, etc. After decommissioning a facility, an entry MUST remain in the FMF for at least a 12-month period to ensure all maintenance expenditures and logistics activities are captured.

(b) When a precommissioned facility entry is no longer needed; i.e., project is deleted, check this block to delete the entry. A facility in status code "A" does not have to be decommissioned before deleting.

(c) When a pseudo-service or pseudo-cost facility is no longer needed, check the block to delete the entry. A facility in status codes "Z" or "P" does not have to be decommissioned before deleting.

FIGURE 2-5. CHANGE KEY FIELD EXAMPLE

This example shows a change of an RCAG identifier. When an identifier is changed, an audit trail will be maintained with historical data retained for 4 years.

Change Document Facilities Master File				<input type="checkbox"/> ADD <input checked="" type="checkbox"/> CHANGE <input type="checkbox"/> DELETE							
Item No.	Data for FAA Subsystem	Old Data	New Data								
1	FACILITY TYPE	RCAG									
2	LOCATION IDENTIFIER	8SE	RIC								
3	REGION										
4	COST CENTER										
5	LOCATION NAME - (13 Characters)										
6	STATE										
7	GSA ADDRESS CODE										
8	FACILITY IDENT CODE										
9	FACILITY CLASS										
10	STATUS										
11	STATUS DATE (MMDDYY)										
12	INVENTORY LOCATION CODE										
13	CONGRESSIONAL DISTRICT										
14	RESPONSIBILITY CODE										
15	POWER SOURCE CODE										
16	AIR CONDITIONING CODE										
17	FACILITY UNITS										
18	RESTORATION LEVEL CODE										
19	FREQUENCIES IN PLACE										
20	CONTRACT MAINTENANCE										
21	REMOTE LOCATION - ASSOC.										
22	CONTROL LOCATION - ASSOC.										
23	ENV TECH TRIPS/CO - FACIL										
24	ENV TECH TVL MIN/CO - IDENT										
25	ELECT TECH TRIPS/CO - FACIL										
26	ELECT TECH TVL MIN/CO - IDENT										
27	REGIONAL USE FIELD 1										
28	MAJOR SWAPOUT DATE (MMDDYY)										
29	NAPRS REPORTING LEVEL										
30	NAPRS CONTROL - FAC										
31	NAPRS CONTROL - IDENT										
32 REMARKS <i>Permanent location identifier assigned.</i>											
33 ORIGINATOR SIGNATURE AND TITLE <i>A. Stewart</i> <i>SFO Manager</i>		34 DATE <i>07/10/91</i>	35 REVIEWED BY <table border="1"> <tr> <td>REC. SYM. <i>PS</i></td> <td>INIT <i>JFG</i></td> <td>DATE <i>07/10/91</i></td> </tr> <tr> <td>RTG. SYM.</td> <td>INIT</td> <td>DATE</td> </tr> </table>			REC. SYM. <i>PS</i>	INIT <i>JFG</i>	DATE <i>07/10/91</i>	RTG. SYM.	INIT	DATE
REC. SYM. <i>PS</i>	INIT <i>JFG</i>	DATE <i>07/10/91</i>									
RTG. SYM.	INIT	DATE									

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(d) On FAA Form 6000-12, enter only the facility type, and location ident in the old data column. Remarks must give reason for deletion. (Refer to Figure 2-6, Delete Facility Example).

24. SPECIAL REQUIREMENTS.

- a. Every ATCT must have a companion TOWB.
- b. Every FSS must have a companion ATBM.
- c. Every AFSS must have a companion FSS with "Z" suffix added to the location identifier.
- d. Every RTR collocated in ATCT equipment room must have a "Z" suffix added to the location identifier.
- e. Every RCO collocated in FSS equipment room must have a "Z" suffix added to the location identifier.
- f. Every VOR/TACAN/DME control ident will be the three letter ident of the FSS that monitors the facility.
- g. The control ident of the AFSS will be the ARTCC three letter ident that monitors the AFSS.
- h. Zero. To minimize data entry errors, all zeros should be slashed (/) on the change document form.
- i. VEHS. Should be established in the cost center to which they are assigned and the power source code shall be "X."

(1) Class "A" is one of the exceptions to the rule for responsibility code and percent of contract. In order to receive staffing to monitor the vehicle fleet, take to shop, or to have maintenance performed, etc., the following procedures must be adhered to:

- (a) Responsibility code "C."
- (b) Percent of contract blank (DO NOT PUT ANY DATA IN THIS DATA FIELD - LEAVE BLANK). A zero defaults the program.
- (c) Class "A" tells the computer it is contract maintenance.
- (d) The computer will not multiply the number of units by the number of trips. Therefore, the following procedure should be used:

(2) If a given cost center has ten units (vehicles), it requires six trips per year per vehicle for local maintenance, which usually requires two employees to accomplish; i.e., driver of vehicle to be serviced and a chase car to bring him back. Also, it will require an additional two-man trip to pick up the vehicle when repairs are complete.

NOTE: GSA vehicles are usually required to be serviced quarterly; therefore, use six trips for routine maintenance, four for quarterly maintenance, and two for emergency; i.e., tires, batteries, etc. The number of trips for ten vehicles would be as follows:

10 vehicles X 6 trips X 2 employees X 2 employees = 240
The 240 trips would be shown in the electronics trip field.

(3) GSA schedules vehicle replacement on a three-year cycle; therefore, the environmental trip field should be used to show the usually lengthy trip required to return a vehicle every 3 years for a replacement at the motor pool. The number of trips for ten vehicles would be as follows:

10 vehicles X 1 trip/3 years = 3.3 - 3 trips (round down if less than .5 and round up if .5 or greater).

(4) If less than three vehicles compute as follows:

(a) One vehicle show 1 trip, but multiply the time by 1/3; i.e., if it takes 1 hour to drive from the FAA office to GSA motor pool show 1 trip and 20 minutes for time.

(b) Two vehicles show 1 trip but multiply the time by 2/3.

j. UB. Any separate building, van, trailer, or prefab not attached to as part of a facility structure, that houses an engine generator shall have an entry on the FMF as UB class "E." This will generate staffing credit for maintenance of the structure. The engine generator staffing is generated by the power source code associated with the primary facility, no travel time or trips shown. Identify the primary facility in travel fields.

k. Contract Maintenance. All facilities with responsibility codes "S" through "Z" must show a percent of contract maintenance. This figure shall not be less than 1 percent or greater than 90 percent. This is an edit check and the records will be rejected during a staffing merge and no staffing value generated until corrected.

l. Power Source Code "X." The following facilities must have power source code "X":

ATCC	MAREQ	SPS
ASI (Class "A" only)	MCT	SWG
CLM	OFFRD	TIM
ELD	SAL	TR
FAC	SAN	UB (Except class "E")
		VEHS
GUARD	SB	WSM

m. Power Source Code "W." The following facilities must have power source code "W":

MX

PCS

PX

25.-29. RESERVED.

FIGURE 2-6. DELETE FACILITY EXAMPLE

A check in block "C" deletes the entire record from the file. Use this block only when a facility has been completely abandoned or dismantled and no longer is accruing any maintenance expenditures, including direct fixed costs such as rent, utilities, and all excessive equipment and/or property has been disposed of etc. Give reason for deletion in remarks.

Change Document Facilities Master File				<input type="checkbox"/> ADD <input type="checkbox"/> CHANGE <input checked="" type="checkbox"/> DELETE	
Item No.	Data for FAA Subsystem	Old Data	New Data		
1	FACILITY TYPE	VASI			
2	LOCATION IDENTIFIER	RIC			
3	REGION				
4	COST CENTER				
5	LOCATION NAME (13 Characters)				
6	STATE				
7	GSA ADDRESS CODE				
8	FACILITY IDENT CODE				
9	FACILITY CLASS				
10	STATUS				
11	STATUS DATE (MMDDYY)				
12	INVENTORY LOCATION CODE				
13	CONGRESSIONAL DISTRICT				
14	RESPONSIBILITY CODE				
15	POWER SOURCE CODE				
16	AIR CONDITIONING CODE				
17	FACILITY UNITS				
18	RESTORATION LEVEL CODE				
19	FREQUENCIES IN PLACE				
20	CONTRACT MAINTENANCE				
21	REMOTE LOCATION - ASSOC				
22	CONTROL LOCATION - ASSOC				
23	ENV TECH TRIPS CO - FACIL				
24	ENV TECH TVL MIN CO - IDENT				
25	ELECT TECH TRIPS/CO - FACIL				
26	ELECT TECH TVL MIN CO - IDENT				
27	REGIONAL USE FIELD 1				
28	MAJOR SWAPOUT DATE (MMDDYY)				
29	NAPRS REPORTING LEVEL				
30	NAPRS CONTROL - FAC				
31	NAPRS CONTROL - IDENT				
32 REMARKS Facility replaced by PARI. Job # 43566					
33 ORIGINATOR SIGNATURE AND TITLE		34 DATE	35 REVIEWED BY		
A. Stewart		07/10/91	RTG. SYM PES	INIT JFG.	DATE 07/10/91
SFO Manager			RTG. SYM	INIT	DATE

CHAPTER 3. SPECIAL PROCEDURES

30. NON-OPERATING COMMISSIONED FACILITIES. Under certain circumstances, commissioned facilities may either be partially or completely unusable, either for technical or administrative reasons. Status codes "E," "F," and "G" (as defined in appendix 3, paragraph 5) will be used only if the facility will be removed from service for at least 15 days and the service removal will overlap at least 2 months. STATUS DATE (ORIGINAL COMMISSIONING DATE) SHALL NOT BE CHANGED.

31. PSEUDO-FACILITIES.

a. Reportable pseudo-facilities for service purposes are listed and defined in Order 6040.15.

b. All service-type pseudo-facilities providing one of the specified services shall be shown in the FMF and identified by status code "Z." Service-type pseudo-facilities retain the status code "Z" until they are deleted from the FMF. The location name and the basic identifier shall be the same as the remote facility, not the location name and identifier of the control facility. Appropriate suffixes shall be used in inverse alphabetical order when there is more than one service being provided from the same remote site after the basic identifier has been used. The exception to this rule is when a service exists between two control sites; e.g., interfacility data (IDAT) service between two ARTCC facilities. The basic identifier will be that of the geographically most-eastern center. (Refer to Order 6040.15 for further details and for the list of pseudo-service facilities).

c. All pseudo-cost type facility records shall be identified by status code "P." Designated cost-type pseudo-facilities shall be shown in the FMF. Pseudo-facilities for cost purposes are as follows:

(1) HDQ is defined as offices, branches, etc., in regional offices, centers, or national headquarters.

(2) HDQS is defined as a sector manager office.

(3) HDQSU is defined as radar/data; nav/com, etc., units at sector manager's office without an SFO manager where the Assistant Sector Manager (ASM) is also the SFO manager for this hub location.

(4) HDQF2 is defined as a second-level SFO manager where there are one or more first-level supervisors under his/her supervision.

(5) HDQF1 is defined as a first-level SFO manager having no unit supervisors under his/her supervision.

(6) HDQFA is defined for regions that have field area managers in lieu of second-level SFO managers.

(7) HDQFU is defined as a unit under a field area manager.

(8) HDQDS is defined as a detached staff (no supervisors at this duty station. These personnel report to a supervisor at HDQSU; HDQFU; HDQF1 or HDQF2).

(9) HDQOU is defined as a field office unit under HDQF2.

(10) HQFMP is defined as an FMP or structure & grounds (S&G) office.

32. FACILITIES SERVING MORE THAN ONE CONTROL FACILITY. Certain types of facilities, primarily in the radar area, provide service to more than one control facility in different locations (i.e., a single radar providing service to two or more ARTCC's).

a. When such conditions exist, a separate record will be maintained in the FMF for each reportable pseudo-service type facility so provided.

b. Only one service-type facility record in each group will carry the location name and identifier of the basic remote facility. All other records in the group will have suffixes assigned to the location identifier in inverse alphabetical order. For example: the service-type facility record at the first control point will carry the basic remote facility location identifier; the record at the second control point will be assigned suffix "Z"; at the third control point suffix "Y," etc.

33. MOBILE FACILITIES. Included in this category are those facilities specifically fabricated and operated under the latest edition of Order 6030.18, Mobile Air Traffic Control, Navigational Aid, Communication, and Power System.

a. For mobile facilities not currently in the FMF, a separate record will be entered in the FMF if that facility is placed in operation for a minimum of 15 calendar days and its operation will overlap at least 2 months.

b. The mobile facility record will carry the applicable standard facility identification code including the assigned "Z" model code.

c. Whenever feasible, the location identifier of the basic facility plus an appropriate suffix will be assigned to the mobile facility record.

d. If the mobile facility is a direct replacement of a non-operating commissioned facility or supplements a partially unusable or operationally restricted commissioned facility, status code "D" will be used for the mobile facility record and the status code of the basic facility changed to "F" or "E," as appropriate. (If the replaced facility last operated under test, status code "C" will be retained for the basic facility record).

e. If the basic facility has not been commissioned and a mobile facility is placed in operation either pending establishment and/or commissioning of the permanent fixed installation, or other temporary basis, status code "D" will be used for the mobile facility record.

f. When normal service is established or resumed at the basic facility, and/or operation of the mobile facility is no longer required at the location, a decommissioned record for the mobile facility will be processed.

34. COMMISSIONED SUPPORT-TYPE FACILITIES. These are support-type facilities and are not required in controlling aircraft. They shall be identified in the FMF by status code "S" and could be candidates to be exempted from technical inspections, maintenance log activities, and outage reporting. Commissioned support-type facilities are as follows:

ATCC	EOF	MAREQ	PX	SWG
ATRAM	FAC	MCT	QS	TELEX
AWIS	FLD	MOBIL	RBPM	TIM
CBI	GUARD	MX	SACOM	TR
CIC	HEAT	NARACS	SAL	UB
CLM	HELI	OFFRD	SAN	VEHS
CTERM	LABS	OLD	SB	WSM
ELD	LIVQ	PDC	SPS	

35-39. RESERVED.

CHAPTER 4. PROCEDURES FOR UPDATING THE PFF

40. COMPLETION AND SUBMISSION OF CHANGE DOCUMENTS. FAA Form 6000-13 will be the only form used by the field to update the PFF. (Refer to Figure 4-1, PFF On-Line Form).

41. DUE DATES. The PFF is a real-time data base which must be updated as events occur. All change documents must be in the AF division prior to the 25th of the month preceding the staffing standard merge. A confirmation dispatch or telephone call will be directed to the appropriate AF division during the interval beginning with the 26th day and extending through the last working day of that month. This should take place if there are any known changes in projects which will affect the PFF/FMF prior to a merge.

42. ON-LINE UPDATE. FAA Form 6000-13 is used for updating the PFF via MMS terminal. (Refer to figure 4-1). The following are instructions for completing FAA Form 6000-13:

NOTE: ZERO (0) ENTRIES SHALL BE SLASHED.

a. Add/Change/Delete Block. Indicate what type of entry is required to the PFF. A check in block "A" would indicate a record to be added, a check in block "B" would indicate a change to an existing record, and a check in block "C" would indicate a record to be deleted.

b. Item 1. Facility Region. Use the two-letter symbol for regional identification listed in appendix 3, paragraph 3.

c. Item 2. Facility Type. For operating-type facilities, only the facility contraction as defined in Order 1380.40, shall be used in the PFF.

NOTE: Pseudo-cost and pseudo-service type facilities shall not be added to the PFF.

d. Item 3. Location Ident. Use the three or four-character alphanumeric identifier as authorized in Order 7350.6 and supplemental instructions in appendix 2 of this order for assignment and use of suffixes and other identifiers. Sectors should contact the appropriate office in the regional AF division for other assignments. Data will be entered (left aligned) with trailing blanks.

e. Item 4. Action Date (MMYY). Enter the month and year the action is scheduled to take place. If using the materiel delivery forecast module (MDFM) or comparable data, allow for installation time on delivery dates. The action date is a five-character field using numerics 01 through 12 for month designator; and two numerics representing the year (e.g., January 1989 would be 01/89).

f. Item 5. PFF Action Code. Enter the appropriate one-digit numeric code listed in Appendix 7, PFF Action Codes.

FIGURE 4-1. PFF ON-LINE FORM

Change Document Precommission Facility File				A <input type="checkbox"/> ADD B <input type="checkbox"/> CHANGE C <input type="checkbox"/> DELETE	
Item No.	Data for FAA Subsystem	Old Data	New Data		
1	FACILITY REGION				
2	FACILITY TYPE				
3	LOCATION IDENT				
4	ACTION DATE (MMYY)				
5	PFF ACTION CODE				
6	COST CENTER				
7	STATE				
8	LOCATION NAME (13 Characters)				
9	PROJECT AUTHORIZATION NUMBER				
10	FACILITY UNITS				
11	GSA ADDRESS CODE				
12	FACILITY IDENT. CODE				
13	CLASS				
14	RESPONSIBILITY CODE				
15	RESTORATION CODE				
16	CONGRESSIONAL DISTRICT				
17	INVENTORY LOCATION CODE				
18	REMOTE LOCATION				
19	CONTROL LOCATION				
20	CONTRACT MAINTENANCE				
21	AIR CONDITIONING CODE				
22	HOURS				
23	POWER SOURCE CODE				
24	SWAP DATE (MMYY)				
25	ELT TECH TRIPS CO-FACIL				
26	ELT TECH TIME CO-IDENT				
27	EQUIPMENT DELIVERY DATE (MMYY)				
28	ENV TECH TRIPS CO-FACIL				
29	ENV TECH TIME CO-IDENT				
30	ORD DATE (MMYY)				
31	FREQS				
32	REGS 1				
33	REGS 2				
34	REGS 3				
35 REMARKS					
36 ORIGINATOR SIGNATURE AND TITLE					
37 DATE		38 REVIEWED BY			
		RTG. SYM.		INIT	DATE
		RTG. SYM.		INIT	DATE

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g. Item 6. Cost Center. Use the alphanumeric area/cost center code as defined in Order 1375.7. Data will be entered (left aligned) with the first character a zero. Cost center is the organization assigned maintenance responsibility so when new locations are added they will normally be maintained with the assigned geographical proximity of the organization.

h. Item 7. State. Use the two-character alphabetical state code as listed in appendix 3, paragraph 6.

i. Item 8. Location Name - (13 Characters). If appropriate, use the location listed in Order 7350.6; otherwise, use the location name of the nearest city, town, or municipality. (For Pacific areas, include the name of the island). (Refer to the appropriate chapter of this order for additional guidance). The location name must be spelled and listed exactly the same for all facilities located at the same location. If location is presently listed in the FMF, use the same spelling.

j. Item 9. Project Authorization Number. (Old PFF Key). The project authorization number consists of an eight-digit number using the regional project management system (RPMS), job order number (JON), Capital Investment Plan (CIP), or a regional project number. The first six JON digits are reserved for the numbers/project codes, etc. The last two-digits of the PFF-code are used for sequentially numbering projects. The sequential numbers are assigned by the regions and are essential because there may be more than one installation involved with one JON. The first six-digits are left justified with the last two right justified. (Refer to Appendix 8, Numbering System for PFF Records).

(1) RPMS JON. Use the actual project authorization number from the RPMS plus, the sequential number. For example:

80642 -01	JON + 01	glide slope (GS) installation
80642 -02	JON + 02	localizer (LOC) installation etc.

The JON shown is to establish an instrument landing system (ILS). Four to five projects must be entered in the PFF, an ILS is not a valid facility type in Order 1380.40. Therefore, all have the same JON (80642), but each record has its unique PFF-code (sequential number).

(2) CIP. This number is pulled from the CIP, project resumes, etc., and consists of the following:

CIP102-01 prefix + project code + sequential number

NOTE: The CIP replaced the NAS Plan Brown Book known as (BB). Several projects are still in the PFF as BBxxx -xxx. This PFF-key can remain at the AF division option until an approved F&E project is received.

(3) Non-Federal (NF) Project. These numbers will be used for the establishment/takeover of non-Federal facilities. An "NF" prefix will be used. The number will appear as follows:

NF460 -01 prefix + regional number + sequential number

(4) Regional Project. Use these numbers for regional projects which do not have a valid JON. The prefix will be the two-digit alphabetical region code. For example:

SW430 -01 prefix + regional number + sequential number

k. Item 10. Facility Units. Normally, each facility represents a single unit and the figure 1 (right justified) should be used except for those with multiple facility units capability. These are listed in Order 1380.40 and appendix 3 of this order.

l. Item 11. GSA Address Code. Enter the assigned alphanumeric four-character code, if available, using guidelines contained in Order 4650.15.

m. Item 12. Facility Ident Code. Enter the five-digit alphanumeric facility identification code as contained in Order 1375.4.

(1) Old Code. The current facility identification code, as it appears in the FMF, must be included in the old data column for all PFF action codes "4," "5," and "8."

(2) New Code. A facility identification code must be included in the new data column for action codes "1," "4," and "5."

n. Item 13. Class. Enter the one-character alphanumeric symbol as defined in Order 1380.40.

(1) Old Class. Enter the current FMF class in the old data column. An entry is required for PFF action codes "4," "5," or "8."

(2) New Class. A class symbol must be included in the new data column for PFF action code "1"; also, if the class will change for action codes "4" or "5."

o. Item 14. Responsibility Code. Use the one-character alphanumeric code listed in appendix 3 which indicates ownership and maintenance responsibility. This is a critical field on non-Federal facilities and FAA facilities with a percentage of contract maintenance.

p. Item 15. Restoration Code. Enter the two-character alphanumeric restoration level code assigned in accordance with Order 6030.31.

q. Item 16. Congressional District. The two-digit numeric field is used for reporting the congressional district in which the facility is located in; e.g., 02. For facilities which are not in an identified congressional district, enter 00.

r. Item 17. Inventory Location Code. This is an optional field and no entry is required. Can be used at region's discretion.

s. Item 18. Remote Location and Item 19. Control Location. These fields are required only for terminal area navigation facilities. For terminal area navigation facilities, enter the applicable runway number and airport identifier in the remote location and control location fields respectively. Runway numbers will be entered (left aligned); i.e., 30 degrees (03); 30 degrees right (03R); 300 degrees (30); 300 degrees left (30L), etc. (Examples are shown in appendix 3, paragraph 7). The righthand space is reserved for runway suffixes left, right, or center; (i.e., L, R, C) otherwise, it will be left blank. Enter the runway number(s) if the facility is used only for a terminal approach.

t. Item 20. Contract Maintenance.

(1) This three-digit numeric field is used to record the percentage of maintenance obtained by contract. In cases where a portion of the maintenance on a facility is accomplished by contract, this portion which is off-loaded from in-house work load should be shown by the percent contract field. For example: if the air conditioner maintenance for CTRB is accomplished by contract and FAA normally requires 200 hours per year for air conditioner maintenance and 2000 total for all CTRB maintenance, then 200/2000 equals 10 percent for contract maintenance.

(2) Minor maintenance, janitorial, grass cutting, etc., for collocated facilities should be charged to the primary facility; i.e., VOR/TACAN should be charged to the VOR.

(3) If no contract maintenance, leave blank.

u. Item 21. Air Conditioning Code. Enter "A" if the facility equipment room is air conditioned and a zero if not. Enter as data becomes available. Only an "A" or zero code is authorized, leave blank if code is unknown.

v. Item 22. Hours. Not used at this time.

w. Item 23. Power Source Code. Power source codes which affect staffing are "1," "5," "A," "E," "J," "N," and "Y" and shall only be assigned to one of the facilities listed in appendix 4. Other power source codes listed in appendix 3 should be assigned to other facility types as data becomes available.

x. Item 24. Swap Date (MMYY). This is a five-character numeric field representing the date that the last major action (LMA) was recorded on a specific facility. Do not confuse the swap date on the PFF with the swap date on the FMF. The LMA date is used to show any major change during the most recent past 12 months. Absence of the LMA results in the loss of additional staffing for

transition. The swap date is a five-character field using numerics 01 through 12 for month designators and two numerics representing the year (e.g., January 1989, would be 01/89).

NOTE: This field shall not be used on a record for action code "1." Use only on action codes "4" and "5" if a modification has taken place 12 months prior to action date on the record.

EXAMPLE: An automated flight service station (AFSS) is to be commissioned in 07/89. In 02/90, it will be modified to a full capacity AFSS. In the October 1988 staffing standard merge, additional staffing allowances would be as follows:

01/89	07/89	01/90	07/90
#1	6 months pre	12 months post	
#5	09/89	02/90	02/91
	6 months pre	12 months post	

In this case, there are two PFF records:

Action 1 - Establishes AFSS Model I - Action Date 07/89

Action 5 - Changes Model I AFSS to Model I Full Capacity - Action Date 02/90

LMA date 07/89 (action date for commissioning) without the LMA in the PFF on the second record (action code "5"), the additional non-recurring staffing values for the action code "1" record would be lost after the 09/89 point when the action code "5" record takes precedence.

y. Item 25. Elt Tech Trips/Co - Facil. This five-character alphanumeric field is used to record the number of visits to the site. (Refer to Order 1380.40 and chapter 2 contained in this order for additional guidance). Enter as data become available.

z. Item 26. Elt Tech Time/Co - Ident. This four-character alphanumeric field is used to record travel time or collocated facility identifier. (Refer to paragraph 42.y. (above) concerning item 25). Enter as data become available.

aa. Item 27. Equipment Delivery Date (MMYY). Not required at this time.

bb. Item 28. Env Tech Trips/Co - Facil. This five-character alphanumeric field is used to record the number of visits to the site. (Refer to paragraph 42z above concerning item 26).

cc. Item 29. Env Tech Time/Co - Ident. This four-character alphanumeric field is used to record travel time or collocated facility identifier. (Refer to paragraph 42y above concerning item 25).

dd. Item 30. ORD Date (MMYY). Operational Readiness Demonstration (ORD) date not used at this time.

ee. Item 31. FREQS. No entry required.

ff. Item 32. REGS 1. (Use field number 1). This eight-character alphanumeric field may be used by regions as desired.

gg. Item 33. REGS 2. (Use field number 2). This one-character alphanumeric field may be used by regions as desired.

hh. Item 34. REGS 3. (Use field number 3). This three-character alphanumeric field may be used by the region as desired.

ii. Item 35. Remarks. The remarks section will be used to provide the reviewers with a brief reason for the form's submission.

(1) For "add" submissions, provide a brief narrative indicating the project authority; e.g., JON, NAS transition plan project code, local project identification, etc., so that the project may be validated at the regional level.

(2) For "delete" submissions, provide reason for deletion from file, completion of project, cancellation, reprogramming, etc.

jj. Item 36. Originator Signature and Title. Self-explanatory.

kk. Item 37. Date. Date originator signed.

ll. Item 38. Reviewed by. Self-explanatory.

43. TIPS FOR SUBMITTING CHANGE DOCUMENTS.

a. To "add" a record to the PFF place a check in block "A."

(1) Action Code "1." All data in the key and required fields must be inserted in new data column. See paragraph 47 for a list of key, required, and optional fields. Also include data in optional field if information is available. Give reason(s) for the addition in remarks, sign, and date. (Refer to Figure 4-2, Add A Record To The PFF Action Code "1").

(2) Action Codes "2," "4," and "5." All data in the key and required fields and any optional fields to be changed must be inserted in new data column. Insert only the present FMF data to be changed in the old data column. Give reason(s) in the remarks, sign, and date. (Refer to Figure 4-3, Add A Record To PFF Action Code "5").

(3) Action Code "8." Only the key and required fields are required and should be inserted in new data column. Give a brief statement in remarks, sign, and date.

FIGURE 4-2. ADD A RECORD TO THE PFF ACTION CODE "1"

Change Document Precommission Facility File				<input checked="" type="checkbox"/> ADD <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETE
Item No.	Data for FAA Subsystem	Old Data	New Data	
1	FACILITY REGION		SW	
2	FACILITY TYPE		RCAG	
3	LOCATION IDENT		DMN	
4	ACTION DATE (MMYY)		09-91	
5	PFF ACTION CODE		1	
6	COST CENTER		8284A	
7	STATE		NM	
8	LOCATION NAME (13 Characters)		DEMING	
9	PROJECT AUTHORIZATION NUMBER		70426-01	
10	FACILITY UNITS		001	
11	GSA ADDRESS CODE		4246	
12	FACILITY IDENT CODE		241AA	
13	CLASS		A	
14	RESPONSIBILITY CODE		A	
15	RESTORATION CODE			
16	CONGRESSIONAL DISTRICT		02	
17	INVENTORY LOCATION CODE			
18	REMOTE LOCATION			
19	CONTROL LOCATION			
20	CONTRACT MAINTENANCE			
21	AIR CONDITIONING CODE			
22	HOURS			
23	POWER SOURCE CODE			
24	SWAP DATE (MMYY)			
25	ELT TECH TRIPS CO-FACIL		00009	
26	ELT TECH TIME CO-IDENT		0045	
27	EQUIPMENT DELIVERY DATE (MMYY)			
28	ENV TECH TRIPS CO-FACIL		00012	
29	ENV TECH TIME CO-IDENT		0045	
30	ORD DATE (MMYY)			
31	FREQS			
32	REGS 1			
33	REGS 2			
34	REGS 3			
35 REMARKS Establish a new facility Job # 70426				
36 ORIGINATOR SIGNATURE AND TITLE		37 DATE	38 REVIEWED BY	
B.H. Brown, SFO Manager		09/11/91	REG. SYM. POS INIT ASO DATE 09/30/91 RTG. SYM. INIT DATE	

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FIGURE 4-3. ADD A RECORD TO PFF ACTION CODE "5"

Change Document Precommission Facility File				A <input checked="" type="checkbox"/> ADD B <input type="checkbox"/> CHANGE C <input type="checkbox"/> DELETE
Item No.	Data for FAA Subsystem	Old Data	New Data	
1	FACILITY REGION		SW	
2	FACILITY TYPE		ARTS	
3	LOCATION IDENT		MLU	
4	ACTION DATE (MMYY)		09-92	
5	PFF ACTION CODE		5	
6	COST CENTER		838MA	
7	STATE		LA	
8	LOCATION NAME (13 Characters)		MONROE	
9	PROJECT AUTHORIZATION NUMBER		71544-01	
10	FACILITY UNITS		001	
11	GSA ADDRESS CODE		4356	
12	FACILITY IDENT. CODE	402FB	402FJ	
13	CLASS		D	
14	RESPONSIBILITY CODE		A	
15	RESTORATION CODE		C2	
16	CONGRESSIONAL DISTRICT		04	
17	INVENTORY LOCATION CODE		BC	
18	REMOTE LOCATION			
19	CONTROL LOCATION			
20	CONTRACT MAINTENANCE			
21	AIR CONDITIONING CODE		A	
22	HOURS			
23	POWER SOURCE CODE		3	
24	SWAP DATE (MMYY)			
25	ELT TECH TRIPS CO-FACIL		ATCT	
26	ELT TECH TIME CO-IDENT		MLU	
27	EQUIPMENT DELIVERY DATE (MMYY)			
28	ENV TECH TRIPS CO-FACIL		00000	
29	ENV TECH TIME CO-IDENT		0000	
30	ORD DATE (MMYY)			
31	FREQS			
32	REGS 1			
33	REGS 2			
34	REGS 3			
35 REMARKS Major change to ARTS. Job # 71544				
36 ORIGINATOR SIGNATURE AND TITLE		37 DATE	38 REVIEWED BY	
BH Brown, SFO Manager			RTG. SYM. PDS INT. RSD DATE 09/09/91 RTG. SYM. INIT DATE	

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b. Change to a commissioned facility (class or facility ID code). To record a modification or major replacement to an existing facility, the following steps should be taken (i.e., second generation VORTAC).

(1) Determine proper action code (codes "2," "4," or "5"). (Refer to appendix 7.)

(2) From the FMF, record current data such as facility-type, location ident, cost center code, old class, old facility code, responsibility code, time, travel, power, congressional district, etc. Even though some of these are optional fields, a complete record is desirable.

(3) From Orders 1380.40 and 1375.4, add the new class and/or new facility codes.

(4) Enter the action date based on information from the RPMS, NAS transition plan, etc., or information from the regional program manager.

(5) Enter the change date with remarks explaining the submission, coordination, signature, etc.

44. CHANGE TO A COMMISSIONED FACILITY (WITH FACILITY TYPE CHANGE). To record a change in facility type; (i.e., radar microwave link repeater (RMLR) to radio communications link repeater (RCLR)), two records must be created. Check block "A" for both records.

a. Record one. Establish (action code "1") for RCLR. (Refer to Figure 4-4, Change A Facility Contraction (Add A New Facility Type)).

(1) Record facility type, class, facility code from Orders 1380.40 and 1375.4; location identifier, location, and state (using guidelines in chapter 4).

(2) Action date will come from your source documents (RPMS, NAS transition plan, MDFM, etc.).

(3) Usually, the cost center, etc., from facility to be replaced (FMF can be used).

(4) Enter travel time or collocated facility-type and ident from FMF record if not readily known. Failure to enter travel data will result in the PFF editor assuming zero.

NOTE: For every action code "1" record in PFF, a record must be added to the FMF within 3 years of the PFF action date, showing the facility in a precommissioned status (status code "A").

b. Record two (action code "8"-decommission) for RMLR. (Refer to Figure 4-5, Change A Facility Contraction (Delete Old Facility Type)).

(1) Record all pertinent data from the FMF.

**FIGURE 4-4. CHANGE A FACILITY CONTRACTION
(ADD A NEW FACILITY TYPE)**

For a facility that will replace another facility type. This requires two records, one is action code "1" and one for action code "8." (Refer to figure 4-5)

Change Document Precommission Facility File				<input checked="" type="checkbox"/> ADD <input type="checkbox"/> CHANGE <input type="checkbox"/> DELETE
Item No.	Data for FAA Subsystem	Old Data	New Data	
1	FACILITY REGION		SO	
2	FACILITY TYPE		RCLR	
3	LOCATION IDENT		QRL	
4	ACTION DATE (MMYY)		09-92	
5	PFF ACTION CODE		1	
6	COST CENTER		854BD	
7	STATE		FL	
8	LOCATION NAME (13 Characters)		BALWIN	
9	PROJECT AUTHORIZATION NUMBER		35642A-01	
10	FACILITY UNITS		001	
11	GSA ADDRESS CODE		4246	
12	FACILITY IDENT CODE		245KD	
13	CLASS		A	
14	RESPONSIBILITY CODE		A	
15	RESTORATION CODE		B1	
16	CONGRESSIONAL DISTRICT		03	
17	INVENTORY LOCATION CODE		BL	
18	REMOTE LOCATION		NEN	
19	CONTROL LOCATION		ZJX	
20	CONTRACT MAINTENANCE			
21	AIR CONDITIONING CODE		A	
22	HOURS			
23	POWER SOURCE CODE		1	
24	SWAP DATE (MMYY)			
25	ELT TECH TRIPS CO-FACIL		00006	
26	ELT TECH TIME CO-IDENT		0045	
27	EQUIPMENT DELIVERY DATE (MMYY)			
28	ENV TECH TRIPS CO-FACIL		00012	
29	ENV TECH TIME CO-IDENT		0045	
30	ORD DATE (MMYY)			
31	FREQS			
32	REGS 1			
33	REGS 2			
34	REGS 3			
35 REMARKS RCLR to replace RMLR Project Number # 35642A				
36 ORIGINATOR SIGNATURE AND TITLE		37 DATE	38 REVIEWED BY	
B.B. Brown, SFOManager		09/11/91	RTG. SYM. RS INIT. RS DATE 09/10/91 RTG. SYM. INIT. DATE	

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**FIGURE 4-5. CHANGE A FACILITY CONTRACTION
(DELETE OLD FACILITY TYPE)**

Facility to be replaced by RCLR. (Refer to figure 4-4)

Change Document Precommission Facility File				A <input type="checkbox"/> ADD B <input type="checkbox"/> CHANGE <input checked="" type="checkbox"/> DELETE
Item No.	Data for FAA Subsystem	Old Data	New Data	
1	FACILITY REGION	SO		
2	FACILITY TYPE	RMLR		
3	LOCATION IDENT	GR L		
4	ACTION DATE (MMYY)	09-92		
5	PFF ACTION CODE	B		
6	COST CENTER			
7	STATE			
8	LOCATION NAME (13 Characters)			
9	PROJECT AUTHORIZATION NUMBER			
10	FACILITY UNITS			
11	GSA ADDRESS CODE			
12	FACILITY IDENT. CODE			
13	CLASS			
14	RESPONSIBILITY CODE			
15	RESTORATION CODE			
16	CONGRESSIONAL DISTRICT			
17	INVENTORY LOCATION CODE			
18	REMOTE LOCATION			
19	CONTROL LOCATION			
20	CONTRACT MAINTENANCE			
21	AIR CONDITIONING CODE			
22	HOURS			
23	POWER SOURCE CODE			
24	SWAP DATE (MMYY)			
25	ELT TECH TRIPS CO-FACIL			
26	ELT TECH TIME CO-IDENT			
27	EQUIPMENT DELIVERY DATE (MMYY)			
28	ENV TECH TRIPS CO-FACIL			
29	ENV TECH TIME CO-IDENT			
30	ORD DATE (MMYY)			
31	FREQS			
32	REGS 1			
33	REGS 2			
34	REGS 3			
35	REMARKS Facility to be replaced by RCLR Project Number 35642A			
36 ORIGINATOR SIGNATURE AND TITLE		37 DATE	38 REVIEWED BY	
OHBrown, SFO Manager		01/11/91	REG. SYM POS	DATE 01/10/91
			RTG. SYM R50	DATE INIT

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NOTE: Project authorization number, facility identification code and ELT trips.

(2) Action date will usually correspond to the action date for the establish record. If dual systems are to be run, allow appropriate lead time for decommission record.

(3) Enter change date, remarks, coordination, signature.

45. TO CHANGE AN EXISTING PFF RECORD.

- a. Check block "B" on change document.
- b. All key field data; i.e., region, facility-type, ident, and action date must be entered in the old data column.
- c. Enter only the data to be changed. Enter the old data in the old data column and enter new data in the new data column. (Refer to Figure 4-6, Change A PFF Record, and Figure 4-7, Change Project Authorization Number).
- d. In the remarks block of the change document, give brief reason.
- e. The originator shall sign and date items 36 and 37.

46. TO DELETE AN EXISTING RECORD.

- a. Check block "C" on change document.
- b. Enter key field data; i.e., region, facility-type, ident, and action date in old data column. (Refer to Figure 4-8, To Delete A PFF Record).
- c. In the remarks block of the change document, give brief reason.
- d. The originator shall sign and date items 36 and 37.

NOTE: When a project is completed the swapout date in the FMF should be updated if the PFF action code was either a "4" or "5." The PFF record should be deleted.

FIGURE 4-6. CHANGE A PFF RECORD

Change Document Precommission Facility File				A <input type="checkbox"/> ADD B <input checked="" type="checkbox"/> CHANGE C <input type="checkbox"/> DELETE
Item No.	Data for FAA Subsystem	Old Data	New Data	
1	FACILITY REGION	SO		
2	FACILITY TYPE	PAPI		
3	LOCATION IDENT	ENV		
4	ACTION DATE (MMYY)	10-91	11	92
5	PFF ACTION CODE			
6	COST CENTER			
7	STATE			
8	LOCATION NAME (13 Characters)			
9	PROJECT AUTHORIZATION NUMBER			
10	FACILITY UNITS			
11	GSA ADDRESS CODE			
12	FACILITY IDENT. CODE			
13	CLASS			
14	RESPONSIBILITY CODE			
15	RESTORATION CODE			
16	CONGRESSIONAL DISTRICT			
17	INVENTORY LOCATION CODE			
18	REMOTE LOCATION			
19	CONTROL LOCATION			
20	CONTRACT MAINTENANCE			
21	AIR CONDITIONING CODE			
22	HOURS			
23	POWER SOURCE CODE			
24	SWAP DATE (MMYY)			
25	ELT TECH TRIPS CO-FACIL			
26	ELT TECH TIME CO-IDENT			
27	EQUIPMENT DELIVERY DATE (MMYY)			
28	ENV TECH TRIPS CO-FACIL	00052	000	12
29	ENV TECH TIME CO-IDENT			
30	ORD DATE (MMYY)			
31	FREQS			
32	REGS 1			
33	REGS 2			
34	REGS 3			
35 REMARKS Change action date and number of env. trips.				
36 ORIGINATOR SIGNATURE AND TITLE B. G. Brown, SFOMAN		37 DATE 09/11/91	38 REVIEWED BY RTG. SYM. PDS INIT RSD DATE 09/20/91	

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FIGURE 4-7. CHANGE PROJECT AUTHORIZATION NUMBER

Change Document Precommission Facility File				A <input type="checkbox"/> ADD B <input checked="" type="checkbox"/> CHANGE C <input type="checkbox"/> DELETE
Item No.	Data for FAA Subsystem	Old Data	New Data	
1	FACILITY REGION	EA		
2	FACILITY TYPE	PAP I		
3	LOCATION IDENT	MUN		
4	ACTION DATE (MMYY)	05-92		
5	PFF ACTION CODE			
6	COST CENTER			
7	STATE			
8	LOCATION NAME (13 Characters)			
9	PROJECT AUTHORIZATION NUMBER	BB102 - 0990462 - 09		
10	FACILITY UNITS			
11	GSA ADDRESS CODE			
12	FACILITY IDENT. CODE			
13	CLASS			
14	RESPONSIBILITY CODE			
15	RESTORATION CODE			
16	CONGRESSIONAL DISTRICT			
17	INVENTORY LOCATION CODE			
18	REMOTE LOCATION			
19	CONTROL LOCATION			
20	CONTRACT MAINTENANCE			
21	AIR CONDITIONING CODE			
22	HOURS			
23	POWER SOURCE CODE			
24	SWAP DATE (MMYY)			
25	ELT TECH TRIPS CO-FACIL			
26	ELT TECH TIME CO-IDENT			
27	EQUIPMENT DELIVERY DATE (MMYY)			
28	ENV TECH TRIPS CO-FACIL			
29	ENV TECH TIME CO-IDENT			
30	ORD DATE (MMYY)			
31	FREQS			
32	REGS 1			
33	REGS 2			
34	REGS 3			
35 REMARKS <i>Project authorization received.</i>				
36 ORIGINATOR SIGNATURE AND TITLE		37 DATE	38 REVIEWED BY	
<i>BB Brown, SFOManager</i>		<i>09/11/91</i>	RTG. SYM. <i>POS</i>	DATE <i>09/10/91</i>
			INIT <i>ESD</i>	DATE

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FIGURE 4-8. TO DELETE A PFF RECORD

Change Document Precommission Facility File				A <input type="checkbox"/> ADD B <input type="checkbox"/> CHANGE C <input checked="" type="checkbox"/> DELETE	
Item No.	Data for FAA Subsystem	Old Data	New Data		
1	FACILITY REGION	WP			
2	FACILITY TYPE	PAP I			
3	LOCATION IDENT	LAX			
4	ACTION DATE (MMYY)	09-91			
5	PFF ACTION CODE				
6	COST CENTER				
7	STATE				
8	LOCATION NAME (13 Characters)				
9	PROJECT AUTHORIZATION NUMBER				
10	FACILITY UNITS				
11	GSA ADDRESS CODE				
12	FACILITY IDENT. CODE				
13	CLASS				
14	RESPONSIBILITY CODE				
15	RESTORATION CODE				
16	CONGRESSIONAL DISTRICT				
17	INVENTORY LOCATION CODE				
18	REMOTE LOCATION				
19	CONTROL LOCATION				
20	CONTRACT MAINTENANCE				
21	AIR CONDITIONING CODE				
22	HOURS				
23	POWER SOURCE CODE				
24	SWAP DATE (MMYY)				
25	ELT TECH TRIPS CO-FACIL				
26	ELT TECH TIME CO-IDENT				
27	EQUIPMENT DELIVERY DATE (MMYY)				
28	ENV TECH TRIPS CO-FACIL				
29	ENV TECH TIME CO-IDENT				
30	ORD DATE (MMYY)				
31	FREQS				
32	REGS 1				
33	REGS 2				
34	REGS 3				
35	REMARKS: Project has been cancelled.				
36 ORIGINATOR SIGNATURE AND TITLE		37 DATE	38 REVIEWED BY		
BMBrown SF Manager		09/11/91	RTG. SYM. POS	INIT RSD	DATE 09/20/91
			RTG. SYM.	INIT	DATE

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47. REQUIRED AND OPTIONAL FIELDS FOR PFF.a. REQUIRED FIELDS FOR PFF ENTRY

Item 1	FACILITY REGION ^{1/}
Item 2	FACILITY TYPE ^{1/}
Item 3	LOCATION IDENT ^{1/}
Item 4	ACTION DATE (MMYY) ^{1/}
Item 6	COST CENTER ^{2/}
Item 7	STATE ^{2/}
Item 8	LOCATION NAME - (13 Characters) ^{2/}
Item 11	GSA ADDRESS CODE ^{2/}
Item 14	RESPONSIBILITY CODE ^{2/}
	CHANGE DATE ^{3/} (*stamped in by system)
Item	OLD CLASS ^{3/}
Item	NEW CLASS ^{3/}
Item	OLD FACILITY IDENT CODE ^{3/}
Item	NEW FACILITY IDENT CODE ^{3/}
Item 5	PFF ACTION CODE ^{3/}
Item 10	FACILITY UNITS ^{3/}
Item 23	POWER SOURCE CODE ^{3/}
Item	RPMS JOB NUMBER. (PFF Key) ^{3/}

b. OPTIONAL FIELDS FOR PFF ENTRY

Item 15	RESTORATION CODE
Item 16	CONGRESSIONAL DISTRICT
Item 18	REMOTE LOCATION
Item 19	CONTROL LOCATION
Item 20	CONTRACT MAINTENANCE
Item 21	AIR CONDITIONING
Item 25	ELT TECH TRIPS/CO - FACIL
Item 26	ELT TECH TIME/CO - IDENT
Item 28	ENV TECH TRIPS/CO - FACIL
Item 29	ENV TECH TIME/CO - IDENT
Item 31	FREQS
Item 17	INVENTORY LOCATION CODE (for GSA location)

^{1/}-Key and required fields must be entered before a record can be recorded.

^{2/}-Required fields must contain data for record entry into the data base of the staffing merge. This type edit will occur on "add" records only; on documents updating/revising and existing record, only the key fields and data to be changed should be entered.

^{3/}-At present, not an edit check or required by MMS. However, data in these fields are highly desired.

Data in the PFF required and key fields are checked against four validation files. MMS checks for valid data in each field then checks that the data combinations between specific fields match the standard combinations in the validation files. The validation files and field combinations are:

- COSTC - Cost center code and sector code
- CODEC - Facility-type, facility code, and facility class
- TYPES - Facility-type and status
- IDENT - Location identifier, region, location, state, and
- GSA ADDRESS CODE

The old class and old facility identification codes must be used with action codes "4" and "5" to show the current status of facility. Optional fields will be added/updated as data becomes available. Accurate data will ease transition to a valid FMF record when entered into that data base.

48.-49. RESERVED.

CHAPTER 5. THE PFF AND THE STAFFING STANDARD MERGE

50. IMPORTANCE OF ACCURATE DATES IN THE PFF. At the time of the staffing standards merge, the PFF and the FMF are combined to calculate staffing for a 7-year period. (Refer to chapter 5 in Order 1380.40, for detailed schedule of events). Non-recurring staffing values are added to work load according to dates in the PFF and FMF.

a. Six months prior to the action date in the PFF on action codes "1" and "5," the following additional staffing values are added because:

- (1) Sector is observing and assisting installation
- (2) Initial training in new system
- (3) Flight check for initial service verification

b. For the 12-month period following the action date in the PFF, for action codes "1," "4," and "5," the following values are added due to the following activities. A swapout date must be included on the FMF at the time the action is completed in order to receive the 12-month additional staffing for action codes "4" and "5." The swapout date on the FMF should coincide with the action date on the PFF. (Refer to Order 1380.40 for additional information). For action code "1," the 12-month additional staffing is derived from the status date on the FMF.

- (1) Clearing JAI items
- (2) Infant mortality

c. The 6-month prior to action date, non-recurring staffing values are derived from the action date in the PFF only.

d. The 12-month non-recurring post staffing values are derived from the FMF status date or the FMF swapout date.

(1) PFF action code "1." When a new facility is commissioned and the FMF is updated to show status code "D" the 12-month post non-recurring staffing values are computed from the status date on the FMF.

(2) PFF action code "2." When an action is required to a facility that will not require initial training, flight checks or JAI. Examples are, but not limited to: a change in travel time or trips; percent of contract maintenance, responsibility code, power code, changing maintenance responsibility between regions and/or cost centers, etc.

NOTE: No non-recurring staffing is generated, therefore, do not put a swapout date on the FMF.

(3) PFF action code "4." When a minor modification will take place to an existing facility; i.e., (the facility identification code and/or class is changed that requires a JAI, but no initial training) a swapout date must be entered in the FMF when the modification is completed in order to receive the 12-month non-recurring post staffing. The swapout date is the date the modification was completed and should be the same as the PFF action date.

(4) PFF action code "5." When a major modification is accomplished to an existing facility; i.e., (facility identification code is changed and/or class is changed that will require a flight check, JAI, and/or additional training), a swapout date must be entered in the FMF in order to receive the 12-month non-recurring staffing. The swapout date shall be the date the modification took place and should be the same as the PFF action date.

NOTE: The existing facility status date shall not be changed. The swapout date for action code "5" will stay in the FMF until the facility is deleted or until another major modification takes place.

51. THE AF SECTOR LEVEL STAFFING STANDARD SYSTEM. The algorithm first groups all records of the same facility alphabetical and location identifier. For example: consider the following FMF record and two PFF records which are grouped together because they have the same "location identifier" and "facility alphabet" (the AYS VOR):

AYS VOR, status code "D," facility identification code 1114, class "C," cost center 846BH, status date 1/65.

AYS VOR, action code "2," facility identification code 11AE, class "G," cost center 846BJ, change date 5/88.

AYS VOR, action code "5," facility identification code 11AE, class "C," cost center 846BH, change date 11/86.

The algorithm then arranges these records by active date as follows:

AYS VOR, status code "D," facility identification code 1114, class "C," cost center 846BH, status date 1/65.

AYS VOR, action code "5," facility identification code 11AE, class "C," cost center 846BH, change date 11/86.

AYS VOR, action code "2," facility identification code 11AE, class "G," cost center 846BJ, change date 5/88.

The active date is the date the facility record starts generating staffing. The active date corresponds to status code date for FMF records and to change date for PFF records.

X----FMF RECORD----X----1ST PFF RECORD----X----LAST PFF RECORD----X

ACTIVE 1/65

ACTIVE 11/86

ACTIVE 5/88

The algorithm then calculates the inactive dates for the records. The inactive date for the FMF record is the active date of the first PFF record minus 1 month; (i.e.: 11/86 - 1 month = 10/86). The inactive date for the first PFF record is the active date of the second PFF record minus 1 month. (i.e.: 5/88 - 1 month = 4/88). The inactive date for the last PFF record is always the decommissioning date shown in the last PFF record or 12/99, or to a new default date when established if no decommissioning date is shown in the last PFF record. It is 12/99 in this case since no decommissioning date was listed. To show a future decommissioning, enter "Decommission Date" in the last PFF record in time.

X----FMF RECORD----X----1ST PFF RECORD----X----2ND PFF RECORD----X

ACTIVE	INACTIVE	ACTIVE	INACTIVE	ACTIVE	INACTIVE
--------	----------	--------	----------	--------	----------

1/65	10/86	11/86	4/88	5/88	12/99
------	-------	-------	------	------	-------

The two PFF records above show the AYS VOR will be replaced and will then be transferred to cost center 0846J as follows:

X----AYS VOR 1114 C----X----AYS VOR 11AE C----X----AYS VOR 11AE G----X

X-COST CENTER 846BH-X-COST CENTER 846BH--X-COST CENTER 846BJ-X

1/65

11/86

5/88

52. EDIT CHECKS. The following are edit checks incorporated in the staffing standard merge. If a record does not pass these edit checks an exception is created and the staffing merge cannot be run until the record is deleted or corrected. (Refer to the Staffing Standards and Analysis System (SSAS) users' manual for a description of this process).

a. Facility Identification Code. If blank, less than 5 characters, or not listed in Order 1375.4 for facilities in status codes "C," "D," "E," "F," "G," or "S."

b. Item 13. Class. If blank or class is different than that listed in Order 1380.40 for facilities in status codes "C," "D," "E," "F," "G," or "S."

c. Item 20. Contract Maintenance. A percentage figure less than 1 percent or greater than 90 percent, or no percentage figure listed for facilities in responsibility codes "S" through "Z."

NOTE: Facilities for responsibility codes other than "S" through "Z" can be blank.

d. Item 10. Facility Units. Blank or more than 1 unit for facilities other than ATCC, ELD, LIVQ, OFFRD, TR, VEHS and multichannel recorder (MCR).

e. Item 4. Action Date (MMYY). (PFF only). The action date is equal to or later than the merge date.

f. Item 14. Responsibility Code. Blank or invalid responsibility code.

g. Item 23. Power Source Codes. Blank or incorrect power source codes for facilities in status codes "C," "D," "E," "F," "G," or "S"; i.e., facilities other than the ones listed in appendix 4 have power source codes "1," "5," "A," "E," "J," "N," or "Y."

53.-59. RESERVED.

APPENDIX 1. LIST OF ACRONYMS USED IN THIS ORDER

ACCC	Area Control Computer Complex
ADAS	AWOS Data Acquisition System
AF	Airway Facilities
AFS	Airway Facilities Sector
AFSS	Automated Flight Service Station
A/G	Air/Ground
AID	Airport Information Desk
AMSMA	Aviation Meteorological Systems and Miscellaneous Aids
ARBCN	Airway Beacon
ARSR	Air Route Surveillance Radar
ARTCC	Air Route Traffic Control Center
ARTS	Automated Radar Terminal System
ARTSA	Automated Radar Terminal System Assembly
ASDE	Airport Surface Detection Equipment
ASI	Altimeter Setting Indicator
ASM	Assistant Sector Manager
ASR	Airport Surveillance Radar
AT	Air Traffic
ATBM	Airway/Terminal Building Maintenance
ATCBI	Air Traffic Control Beacon Interrogator
ATCC	Air Traffic Controller Chair
ATCRB	Air Traffic Control Radar Beacon
ATCT	Airport Traffic Control Tower
ATIS	Automatic Terminal Information System
ATRAM	Aerial Tramway
AWANS	Aviation Weather and NOTAM System
AWIS	Airport Weather and Information System
AWOS	Automated Weather Observation System
AWP	Aviation Weather Processor
BB	Brown Book; i.e., NAS Plan Brown Book
BDAT	Beacon Data Service (Digitized)
BRITE	Brite Radar Indicator Terminal Equipment
BUEC	Backup Emergency Communications
CBI	Computer Based Instruction
CCCH	Central Computer Complex Host
CCH	Central Computer Hosts
CCMS	Central Control Monitoring System
CCTV	Closed Circuit TV
CD	Common Digitizer
CDC	Computer Display Channel
CERAP	Combined Center/RAPCON
CFAD	Composite Flight Data Processing Service
CFCC	Central Flow Control Computer
CFCS	Central Flow Control Service
CIC	Customs Interface Controller
CIP	Capital Improvement Plan
CLM	Control Line Maintenance
CM	Corrective Maintenance
CMLT	Communications Microwave Link Terminal
CNS	Consolidated NOTAM Service

APPENDIX 1. LIST OF ACRONYMS USED IN THIS ORDER (CONTINUED)

CRAD	Composite Radar Data Processing Service
CTERM	Computer Terminals
CTRB	Center Building Maintenance
CTS	Coded Time Source
CUE	Computer Update Equipment
CWP	Central Weather Processor
DARC	Direct Access Radar Channel
DCC	Display Channel Complex
DF	Direction Finder
DFI	Direction Finder Indicator
DLP	Data Link Processor
DME	Distance Measuring Equipment
DMER	Distance Measuring Equipment Remaining
DMUX	Data Multiplexer
DRAD	DARC Radar Data Processing Service
DRG	Data Receiver Group
EARTS	En Route Automated Tracking System
ECOM	En Route Communications Service
EDPS	Electronic Data Processing System
EG	Engine Generator
EGP	Engine Generator Profile
ELD	Electrical Distribution System
EOF	Emergency Operation Facility
ERAD	En Route Radar Service
ERMS	Environmental Remote Monitoring Subsystem
ESEC	En Route Secondary Radar Service
ETB	Embedded Threshold Bar
FAC	Fire Department, Crash, and Rescue Equipment
FDAT	Flight Data Entry and Printout Service
FDIOC	Flight Data Input/Output Center
FDIOR	Flight Data Input/Output Remote
FDRS	Flight Data Remoting System
F&E	Facilities and Equipment
FEQ	Detailed Facility Equipment Information for a Particular Facility Type
FFA	Facility/Service Primary Information
FLD	Intermediate Fields and Landing Areas
FMF	Facilities Master File
FMO	Detailed Module Information for Specific Equipment
FPF	Precommissioned Facility Information
FPS	Power System for the Engine Generator Profiles
FSDPS	Flight Service Data Processing System
FSEP	Facility, Service, and Equipment Profile
FSS	Flight Service Station
GATR	Ground/Air Transmitter/Receiver
GDL	Guidance Light Facility
GFR	Gap Filler Radar
GOES	Geostationary Operational Environmental Satellite System
GS	Glide Slope

APPENDIX 1. LIST OF ACRONYMS USED IN THIS ORDER (CONTINUED)

GSA	General Services Administration
GUARD	Security Service
GWDS	Graphics Weather Display System
HDQ	Offices/Branches in Regional Offices, Centers, or National Headquarters
HDQF1	First Level SFO Manager having no Unit Supervisors in Supervision
HDQF2	A Second-Level SFO Manager where there are one or more First-Level Supervisors Under His/Her Supervision
HDQDS	A Detached Staff (no supervisors at this duty station)
HDQFA	Regions having field area managers in lieu of second-level SFO Managers
HDQFU	A Unit Under a Field Area Manager
HDQOU	A Field Office Unit Under HDQF2
HDQS	A Sector Managers' Office
HDQSU	Unit at Sector Managers' Office without an SFO Manager where the Assistant Sector Manager is also the SFO Manager for this hub location
HEAT	Central Heating Facility
HELI	Heliport
HQFMP	An FMP or Structure & Grounds (S&G) Office
IATSC	International Aeronautical Telecommunications Switching Center
ICSS	Integrated Communications Switching System
IDAT	Interfacility Data Service
IFF	Identification Friend or Foe
IFSR	International Flight Service Receiving Station
IFSS	International Flight Service Station
IFST	International Flight Service Transmitter Station
ILS	Instrument Landing System
IMCS	Interim Maintenance Control Software
ISSS	Initial Sector Suite System
JAI	Joint Acceptance Inspection
JON	Job Order Number
JSS	Joint Surveillance System
LABS	Leased A & B Service
LCOT	UHF/VHF Link Terminal
LDA	Localizer Directional AID
LDIN	Lead-In Light Facility
LIVQ	Living Quarters
LLWAS	Low Level Wind Shear Alert System
LMA	Last Major Action
LMM	Computer Locator at the ILS Middle Marker
LNKR	Link Repeater
LOC	Localizer
LOG	Logging Activity
LOM	Compass Locator at the ILS Outer Marker
LRNCM	Long Range Navigation C Monitor
MALS	Medium-Intensity Approach Lighting System
MALSR	Medium-Intensity ALS (MALS) with Runway Alignment Indicator Lights
MAPS	Meteorological and Aeronautical Presentation System
MAREQ	Marine Equipment Boats and Docks
MCC	Maintenance Control Center

APPENDIX 1. LIST OF ACRONYMS USED IN THIS ORDER (CONTINUED)

MCCP	Maintenance Control Center Processor/Maintenance Monitor Console
MCR	Multichannel Recorder
MCT	Maintenance Communications Transceivers
MDFM	Materiel Delivery Forecast Module
MDS	Master Demarcation System
MIG	Military Interface Group
MIM	Military Interface modification
MLSA	Microwave Landing System Azimuth
MLSD	Microwave Landing System Distance Measuring Equipment Precision
MLSE	Microwave Landing System Elevation
MM	Middle Marker
MMS	Maintenance Management System
MOBIL	Mobile Laboratory
MODES	Mode S/Data Link
MPS	Maintenance Processor System
MTN	Mountain
MX	Mobile Engine or Generator Plant
NADIN	National Airspace Data Interchange Network
NAPRS	National Airspace Performance Reporting System
NARACS	National Radio Communications System
NAS	National Airspace System
NDB	Non-Directional Beacon
NEXRAD	Next Generation Weather Radar
NF	Non-Federal
NMCE	Network Monitor Control Equipment
NOTAM	Notices to Airmen
NSN	National Stock Number
OARTS	Oceanic Air Route Tracking System
OAW	Off Airway Weather Station
ODALS	Omnidirectional Airport Lighting System
ODAPS	Oceanic Display and Planning System
OFDPS	Offshore Flight Data Procession System
OFFRD	Heavy Equipment and Off-Road Vehicles
OLD	General Oil Distribution System
PAM	Peripheral Adapter Module
PAMRI	Peripheral Adapter Module Replacement Item
PAPI	Precision Approach Path Indicator
PCS	Power Conditioning System
PDC	Pre-Departure Clearance System
PFF	Precommissioned Facility File
PM	Periodic Maintenance
PMS	Periodic Maintenance Scheduling (Certification)
PRM	Precision Runway Monitor
PUP	Principal User Processor
PX	Primary Power Engine or Generator Plant
QS	Quarters Building-other than LIVQ
RAIL	Runway Alignment Indicator Light
RAPCON	Radar Approach Control-Air Force

APPENDIX 1. LIST OF ACRONYMS USED IN THIS ORDER (CONTINUED)

RBC	Rotating Beam Ceilometer
RBDE	Radar Bright Display Equipment
RBDPE	Radar Beacon Data Processor Equipment
RBPM*	(Remote or Radar) Beacon Performance Monitor
RCAG	Remote Center Air/Ground Communications Facility
RCF	Remote Communications Facility
RCIU	Remote Control Interface Unit
RCLR	Radio Communications Link Repeater
RCLT	Radio Communications Link Terminal
RCO	Remote Communications Outlet
RDAT	Radar Data (Digitizer)
REIL	Runway End Identification Lights
RMCC	Remote Monitor Control Center
RMCF	Remote Monitor Control Facility
RMLR	Radar Microwave Link Repeater
RMLT	Radar Microwave Link Terminal
RMM	Remote Maintenance Monitoring
RMSC	Remote Monitoring Subsystem Concentrator
RPMS	Regional Project Management System
RRH	Remote Readout Hygrothermometers
RRWDI	Radar Remote Weather Display Indicator
RRWDS	Radar Remote Weather Display System
RTADS	Remote Tower Alphanumeric Display System
RTCCS	Remote Tower Communications Control System
RTR	Remote Transmitter/Receiver
RVR	Runway Visual Range
R/W	Runway
SACOM	Satellite Communications Network
SAL	Shop or Laboratory
SALS	Shortened Approach Light System
SAN	Sanitation System
SB	Storage Building
SCC	Systems Command Center
SCIP	Surveillance and Communications Interface Processor
SFO	Sector Field Office
SFU	Sector Field Unit
S&G	Structures and Grounds
SMUX	Statistical Multiplexer
SPS	Systems Performance Specialty
SRAP	Sensor, Receiver, and Processor
SSALR	Simplified Short Approach Lighting System with Runway Alignment Indicator Lights
SSALS	Simplified Short Approach Light System
SSAS	Staffing Standards and Analysis System (Users' Manual)
SSO	Self-Sustained Outlet
SWG	Sewage System
TACAN	Tactical Air Navigation
TARS	Terminal Automated Radar Service

APPENDIX 1. LIST OF ACRONYMS USED IN THIS ORDER (CONTINUED)

TCCC	Tower Control Computer Complex
TCDD	Tower Cab Digital Display
TCOM	Terminal Communications Service
TCSS	Tower Communications Switching System
TDDS	Terminal Data Display System
TDS	Telecommunications Demarcation System
TDWR	Terminal Doppler Weather Radar
TELEX	Telephone Exchange
TIM	TELCO Interface Maintenance
TIPS	Terminal Information Processing System
TMCC	Traffic Management Computer Complex
TMLI	Television Microwave Link Indicator
TMLR	Television Microwave Link Repeater
TMLT	Television Microwave Link Transmitter
TMU	Traffic Management Unit
TOWB	Tower Building
TR	Trails and Roads
TRACON	Terminal Radar Approach Control
TRAD	Terminal Radar Service
TROPO	Tropospheric Scatter Station
TSEC	Terminal Secondary Radar Service
TTY	Teletypewriter Facility
TWEB	Transcribed Weather Broadcast
UB	Utility Building
VASI	Visual Approach Slope Indicator
VEHS	Vehicle Maintenance
VOR	Very High Frequency Omnidirectional Range
VORTAC	VOR Collocated with TACAN
VOT	VHF Omnidirectional Range Test
VSCS	Voice Switching and Control System
WMSC	Weather Message Switching Center
WMSCR	Weather Message Switching Center Replacement
WSM	Water System Maintenance

APPENDIX 2. FACILITY IDENTIFICATION

1. FACILITY IDENTIFICATION. For FMF and PFF reporting purposes, an individual facility is represented by the combination of region, facility-type, the location ident (or Q-symbol), and suffix.

a. Location Ident. This is a three- or four-character alphanumeric code established by Air Traffic (AT) and assigned for a specific location, airport facility, etc. Most navigation and communication facilities have location identifiers assigned which are listed in Order 7350.6. If a facility is a type which does not of itself require a location identifier for air traffic purposes; i.e., link repeaters, remote communication facilities, etc., but is located at or near a site which does have a location identifier assigned, the facility in question will use that identifier. For example, AT-assigned identifiers for the ILS localizer are to be used for other ILS associated facilities such as glide slopes, markers, and compass locators.

b. Q-symbol. This is a three-letter code with "Q" as the first letter, assigned by the region to a facility for FMF reporting and for which either AAT has not assigned a location identifier or the use of such identifier is not applicable. Each region has been assigned a discrete block of Q-symbols which are to be used in accordance with the following paragraphs, provided the particular symbol has not been used by that region within the preceding 2 years. (Refer to paragraph 1b(2) in this appendix.)

(1) If a facility is located at a site which does not have and is not expected to have a location identifier available, a Q-symbol will be assigned. (If, at a later date a location identifier is made available, the Q-symbol shall be changed accordingly).

(2) If a facility is located at or near a site which is to be assigned a location identifier, but such identifier cannot be made available soon enough for FMF reporting purposes, a Q-symbol is to be assigned for temporary use.

(3) A Q-symbol should be regarded as being assigned to a location and not exclusively to a specific facility.

c. Temporary (New "Q") Identifiers. Due to additional remote facilities being established, some regions have depleted their block of Q-symbols as listed in paragraph 1c(2) in this appendix.

(1) Specific numbers are assigned to each region to be used in assigning three-letter identifiers when "Q" identifiers are not available. The numerics assigned to each region are:

Alaskan	5	Northwest Mountain	9
Central	3	Southern	7
Eastern	1	Southwest	2
Great Lakes	8	Western-Pacific	4
New England	6		

APPENDIX 2. FACILITY IDENTIFICATION (CONTINUED)

(2) The following principles will apply when assigning the new three-letter identifiers:

(a) Regions will assign a two-letter alphabetical suffix starting with AA to ZZ.

(b) Regions will assign their designated number as a suffix to each alphabetical prefix.

(c) The scheme of numbering is AA, AB...AZ; BA, BB, BZ; CA, CB...CZ; etc. Examples:

1 If the Eastern region needs three new location identifiers and their "Q" allotment has been used, they would assign the new identifiers as follows: AA1, AB1, AC1, etc.

2 If the Great Lakes Region needs two new location identifiers and their "Q" allotment has been used, they would assign the new identifiers as follows: AA8, AB8, etc.

NOTE: As old "Q" identifiers are freed up by decommissioning or other means, they are to be used.

NOTE: Before the above procedure is used, the region requiring additional "Q" identifiers should call ASM-270. The block of "Q" identifiers assigned to ASM-270 can be redistributed.

d. Suffix. A suffix may be required to identify a specific facility when the same location identifier code or Q-symbol has been assigned to two or more facilities of the same type. Facilities which have unique location identifiers (such as air navigation facilities) seldom require suffixes in their identifications. Other facilities, however, such as links, remote communication installations, etc., sometime require suffixes in their identifications. The following principles will apply in the assignment of suffixes:

(1) Regions will assign suffixes alphabetically and once assigned, the suffix becomes part of the location identifier code and is permanent for that specific facility identification.

(2) If facilities of a given type require the same three-letter identifier or Q-symbol, the first facility will not be assigned a suffix. Additional facilities, however, will be assigned a suffix in alphabetical order regardless of whether the earlier facilities remain in operation.

(3) If all letters of the alphabet have been assigned as suffixes to a specific identifier, regions may use earlier assignments if the location identifier/suffix has been out of use for a period of not less than 2 years.

APPENDIX 2. FACILITY IDENTIFICATION (CONTINUED)e. "Q" Identifier Assignments(1) ASM-270

QI2	QI9	QP8	QV7	QZ4
QI3	QP2	QP9	QV8	QZ5
QI4	QP3	QV2	QV9	QZ6
QI5	QP4	QV3	QY8	QZ7
QI6	QP5	QV4	QY9	QZ8
QI7	QP6	QV5	QZ2	QZ9
QI8	QP7	QV6	QZ3	

(2) ALASKAN REGION

QAA	QAK	QAX	QA7	QGN
QAB	QAN	QAY	QA8	QGR
QAC	QAO	QAZ	QBB	QKR
QAD	QAP	QA2	QBC	QLE
QAE	QAQ	QA3	QCA	QLW
QAH	QAU	QA4	QCG	QME
QAI	QAV	QA5	QFJ	QMF
QAJ	QAW	QA6	QFS	QPF
QPS				

(3) CENTRAL REGION

QBF	QBT	QB8	QIL	QJK
QBG	QBU	QED	QIM	QJM
QBH	QBW	QHJ	QIN	QJN
QBI	QBY	QHO	QIO	QJO
QBJ	QBZ	QHV	QIP	QLZ
QBL	QB2	QHW	QIQ	QMC
QBM	QB3	QHX	QIR	QTH
QBO	QB4	QIF	QIU	QTI
QBP	QB5	QIG	QIV	QTK
QBQ	QB6	QIJ	QIY	QTN
QBS	QB7	QIK	QIZ	QUU

APPENDIX 2. FACILITY IDENTIFICATION (CONTINUED)

(4) EASTERN REGION

QBE	QCT	QDP	QPQ	QVH
QBN	QCV	QDR	QPT	QVK
QBX	QCX	QHM	QPU	QVO
QCF	QCY	QHY	QPV	QVQ
QCH	QCZ	QIE	QPW	QVR
QCI	QC2	QMA	QPX	QVU
QCJ	QC3	QNY	QPY	QVV
QCL	QC4	QPG	QPZ	QVW
QCN	QC5	QPH	QRC	QVX
QCO	QC6	QPI	QRD	QVZ
QCP	QC7	QPJ	QRU	QWI
QCQ	QC8	QPL	QRX	QWU
QCR	QC9	QPO	QVB	QWV
QCS	QDG	QPP	QVF	QWW
QXU				

(5) GREAT LAKES REGION

QDB	QD6	QHG	QJH	QTC
QDC	QD7	QHP	QRR	QTD
QDD	QD8	QHR	QR2	QTR
QDE	QD9	QHS	QR3	QTZ
QDF	QFA	QHT	QR4	QUZ
QDH	QFB	QHU	QR5	QWA
QDI	QFC	QHZ	QR6	QWE
QDJ	QFD	QIA	QR7	QWG
QDK	QFE	QIB	QR8	QWH
QDN	QFF	QID	QR9	QWO
QDO	QFI	QIH	QS2	QW2
QDQ	QFK	QII	QS3	QW3
QDT	QFL	QIS	QS4	QW4
QDV	QFM	QIT	QS5	QW5
QDW	QFN	QJA	QS6	QW6
QDY	QFO	QJB	QS7	QW7
QDZ	QFP	QJC	QS8	QW8
QD2	QHD	QJD	QS9	QW9
QD3	QHE	QJE	QTA	QXM
QD5	QHF	QJF	QTB	QY7

APPENDIX 2. FACILITY IDENTIFICATION (CONTINUED)(6) NEW ENGLAND REGION

QBA	QEH	QEN	QE7	QYC
QEA	QEI	QE2	QE8	QYD
QEB	QEJ	QE3	QE9	QYE
QEC	QEK	QE4	QHA	
QEE	QEL	QE5	QHB	
QEG	QEM	QE6	QYA	

(7) NORTHWEST MOUNTAIN REGION

QAG	QF9	QKZ	QPK	QUD	QZT
QAR	QGA	QK2	QRE	QUE	
QA9	QGH	QK3	QRF	QUF	
QBR	QGI	QK4	QRG	QUJ	
QB9	QGO	QK5	QRH	QUK	
QCB	QGP	QLB	QRK	QUL	
QCE	QJP	QLC	QRQ	QUM	
QCK	QJX	QLD	QRS	QUN	
QEO	QJ2	QLF	QRT	QUO	
QEP	QJ3	QLG	QRY	QUP	
QEQ	QJ4	QLH	QRZ	QUR	
QER	QJ5	QLI	QSD	QUS	
QES	QJ6	QLJ	QSE	QUT	
QET	QJ7	QLK	QSF	QVA	
QEU	QJ8	QLN	QSG	QVC	
QEV	QJ9	QLO	QSI	QVD	
QEW	QKB	QLP	QSJ	QVE	
QEX	QKC	QLQ	QSK	QVG	
QEY	QKD	QLS	QSQ	QVI	
QEZ	QKE	QLT	QSZ	QVJ	
QFG	QKF	QLV	QTJ	QVN	
QFH	QKH	QLX	QTL	QVS	
QFT	QKI	QLY	QTM	QVT	
QFU	QKJ	QL2	QTO	QWD	
QFW	QKM	QL3	QTP	QXQ	
QFX	QKN	QL4	QTS	QXV	
QFY	QKO	QL5	QTT	QXW	
QFZ	QKQ	QL6	QTU	QXX	
QF2	QKS	QL7	QTV	QXZ	
QF3	QKT	QL8	QTW	QYM	
QF4	QKU	QL9	QTX	QZN	
QF5	QKV	QMI	QTY	QZP	
QF6	QKW	QMO	QUA	QZQ	
QF7	QKX	QOI	QUB	QZR	
QF8	QKY	QOY	QUC	QZS	

APPENDIX 2. FACILITY IDENTIFICATION (CONTINUED)

(8) SOUTHERN REGION

QGB	QHQ	QMS	QNP	QRO
QGC	QH2	QMT	QNQ	QRP
QGD	QH3	QMU	QNR	QRV
QGE	QH4	QMW	QNS	QSH
QGF	QH5	QMX	QNU	QXC
QGG	QH6	QMY	QNV	QXF
QGJ	QH7	QMZ	QNX	QXL
QGK	QH8	QM2	QNZ	QYB
QGL	QH9	QM3	QN2	QYF
QGM	QJG	QM4	QN3	QYG
QGQ	QJI	QM5	QN4	QYH
QGS	QJJ	QM6	QN5	QYI
QGT	QJL	QM7	QN6	QYJ
QGU	QJQ	QM8	QN7	QYK
QGV	QJR	QM9	QN8	QYL
QGW	QJS	QNB	QN9	QYT
QGX	QJT	QNC	QOJ	QYU
QGY	QJU	QND	QPA	QYV
QGZ	QJV	QNE	QPB	QYW
QG2	QJW	QNF	QPC	QYX
QG3	QJY	QNG	QPE	QYY
QG4	QJZ	QNH	QPR	QYZ
QG5	QMB	QNI	QRA	QZC
QG6	QMG	QNJ	QRB	QZD
QG7	QMH	QNK	QRI	QZE
QG8	QMJ	QNL	QRJ	QZF
QG9	QML	QNM	QRL	QZX
QHH	QMN	QNN	QRM	
QHN	QMQ	QNO	QRN	

APPENDIX 2. FACILITY IDENTIFICATION (CONTINUED)(9) SOUTHWEST REGION

QAF	QOD	Q07	QU5	QXE
QBK	QOE	Q08	QU6	QXG
QCC	QOF	Q09	QU7	QXH
QCD	QOG	QPD	QU8	QXI
QCM	QOH	QSA	QU9	QXJ
QDA	QOK	QSC	QVM	QXK
QDM	QOM	QTF	QWB	QXR
QDU	QON	QTQ	QWC	QXS
QFR	QOO	QT2	QWF	QYN
QHI	QOP	QT3	QWJ	QYO
QIC	QOQ	QT4	QWK	QYP
QK6	QOR	QT5	QWL	QYQ
QK7	QOS	QT6	QWM	QYS
QK8	QOT	QT7	QWN	QZA
QK9	QOU	QT8	QWP	QZB
QLM	QOW	QT9	QWQ	QZG
QMD	QOX	QUQ	QWR	QZH
QNA	QOZ	QUV	QWS	QZI
QNT	Q02	QUX	QWX	QZJ
QNW	Q03	QUY	QWY	QZK
QOA	Q04	QU2	QWZ	QZL
QOB	Q05	QU3	QXB	QZM
QOC	Q06	QU4	QXD	QZO

APPENDIX 2. FACILITY IDENTIFICATION (CONTINUED)

(10) WESTERN PACIFIC REGION

QAL	QLL	QQM	QSL	QXN
QAM	QLR	QQN	QSM	QX0
QAS	QLU	QQO	QSN	QXP
QAT	QMK	QQP	QSO	QXT
QBD	QMM	QQQ	QSP	QXY
QBV	QMP	QQR	QSR	QX2
QCU	QMR	QQS	QSS	QX3
QCW	QMV	QQT	QST	QX4
QDL	QOL	QQU	QSU	QX5
QDS	QOV	QQV	QSV	QX6
QDX	QPM	QQW	QSW	QX7
QEF	QPN	QQX	QSX	QX8
QFQ	QQA	QQY	QSY	QX9
QFV	QQB	QQZ	QTE	QYR
QHC	QQC	QQ2	QTG	QY2
QHK	QQD	QQ3	QUG	QY3
QHL	QQE	QQ4	QUH	QY4
QIW	QQF	QQ5	QUI	QY5
QIX	QQG	QQ6	QUW	QY6
QKA	QQH	QQ7	QVL	QZU
QKG	QQI	QQ8	QVP	QZV
QKK	QQJ	QQ9	QVY	QZW
QKL	QQK	QRW	QWT	QZY
QKP	QQL	QSB	QXA	QZZ
QLA				

APPENDIX 3. SPECIAL USE FACILITIES MASTER FILE REPORTING CODES

1. MULTIPLE UNIT FACILITIES. Certain secondary or support-type facilities may consist of two or more units at a single location. In order to show the correct number of facilities, the appropriate employee-hour, and related costs without making a separate entry for each facility, the actual number of facility units involved should be shown. The following types of facilities may have multiple unit entries. (Refer to Order 1380.40).

<u>FACILITY</u>	<u>DESCRIPTION</u>
ATCC	Air Traffic Controller Chair
ELD	Electrical Distribution System
LIVQ	Living Quarters
OFFRD	Heavy Equipment and Off-Road Vehicles
TR	Trails and Roads
VEHS	Vehicles excluding MX, OFFRD, and FAC
MCR	Multichannel Recorder

2. POWER SOURCE CODES. (Refer to appendix 4 for a list of facilities that qualify for standby engine generators).

a. Single Sources of Prime Power.

<u>CODE</u>	<u>DESCRIPTION</u>
1	Standby engine generator provided by FAA primarily for this facility.
2	Standby power provided by other than FAA, such as military or airport authority.
3	Standby engine generator provided by FAA primarily for another facility.
4	Standby power not available.
A	Same as code "1" plus a power conditioning system (PCS) incorporated in the power system to provide continuity of power during momentary outages, fluctuations, etc.
B	Same as code "2" plus PCS incorporated in the power system to provide continuity of power during momentary outages, fluctuations, etc.
C	Same as code "3" plus a PCS incorporated in the power system to provide continuity of power during momentary outages, fluctuations, etc.

APPENDIX 3. SPECIAL USE FACILITIES MASTER FILE REPORTING CODES
(CONTINUED)

<u>CODE</u>	<u>DESCRIPTION</u>
D	A battery and charger incorporated in the power system to convert prime AC power to DC power and serve as a source of standby power.
E	Same as code "D" with a standby engine generator provided by FAA primarily for this facility.
F	Same as code "D" with a standby engine generator provided by FAA primarily for another facility.
G	Same as code "D" with a standby engine generator provided by other than FAA, such as military or airport authority.
H	A PCS incorporated in the power system intended to serve as the only source of standby power.

b. Dual Sources of Prime Power. This is defined as two independent power sources supplied to FAA "service entrance" with FAA switching capabilities, not just two power sources feeding the airport, which in turn feed the FAA facility with a single feed.

<u>CODE</u>	<u>DESCRIPTION</u>
5	Standby engine generator provided by FAA primarily for this facility.
6	Standby power provided by other than FAA, such as military or airport authority.
7	Standby engine generator provided by FAA primarily for another facility.
8	Standby power not available.
J	Same as code "5" plus a PCS incorporated in the power system to provide continuity of power during momentary outages, fluctuations, etc.
K	Same as code "6" plus a PCS incorporated in the power system to provide continuity of power during momentary outages, fluctuations, etc.

APPENDIX 3. SPECIAL USE FACILITIES MASTER FILE REPORTING CODES
(CONTINUED)

- L Same as code "7" plus a PCS incorporated in the power system to provide continuity of power during momentary outages, fluctuations, etc.
- M A battery and charger incorporated in the power system to convert prime AC power to DC power and serve as a source of standby power.
- N Same as code "M" with a standby engine generator provided by FAA primarily for this facility.
- O Same as code "M" with a standby engine generator provided by FAA primarily for another facility.
- P Same as code "M" with a standby engine generator provided by other than FAA, such as military or airport authority, etc.
- Q A PCS incorporated in the power system intended to serve as the only source of standby power.

c. Other Codes.

<u>CODE</u>	<u>DESCRIPTION</u>
V	Single source of prime power generated by a photovoltaic or wind generator with a battery system.
W	When the facility is itself an FAA power source; i.e., PX, MX, or PCS.
X	When the facility has no source or requirement for power; i.e., passive reflectors, trails, and roads, etc.
Y	FAA-mobile prime power engine generator plant at the facility site or remote from it, excluding FAA central-type plants.
Z	Single source of prime power generated by an independent device such as thermoelectric, nuclear, fuel cell, non-rechargeable battery, etc.

APPENDIX 3. SPECIAL USE FACILITIES MASTER FILE REPORTING CODES
(CONTINUED)

d. Maintenance By Contract.

<u>CODE</u>	<u>DESCRIPTION</u>
R	Same as code "1" but engine generator is maintained by contract.
S	Same as code "A" but engine generator and PCS are maintained by contract.
T	Same as code "5" but engine generator is maintained by contract.
U	Same as code "J" but engine generator and PCS are maintained by contract.
9	Same as code "E" but engine generator and battery systems are maintained by contract.
0	Same as code "N" but engine generator and battery systems are maintained by contract.

3. REGIONAL IDENTIFICATION CODES.

<u>REGION</u>	<u>CODE</u>
Alaskan	AL
Central	CE
Eastern	EA
Great Lakes	GL
New England	NE
Northwest Mountain	NM
Southern	SO
Southwest	SW
Western-Pacific	WP

APPENDIX 3. SPECIAL USE FACILITIES MASTER FILE REPORTING CODES
(CONTINUED)

4. RESPONSIBILITY CODES.

Maintenance Responsibility including Inspection	O W N E R S H I P							
	Federal Government			Other Government			Non- Government	
	FAA	DOD	Other	State	Local	Foreign	Private	Foreign
FAA Direct	A	B	C	D	E	F	G	H
FAA Reimb. ^{1/}	J	K	L	M	N	O	P	Q
FAA Contract ^{2/}	S	T	U	V	W	X	Y	Z
Other (May be inspected by FAA)	1	2	3	4	5	6	7	8
DOD ^{3/}	I	R	9					

NOTE: Responsibility codes "4," "5," "7," and "8" mean non-Federal ownership and maintenance of equipment in NAS with FAA verification of equipment operation and maintenance. Responsibility code "6" means foreign Government ownership and maintenance of equipment in the NAS.

NOTE: Any facility which provides a service to the FAA must be listed in the FMF; e.g., a Navy-owned and maintained ASR with a service to the FAA, the ASR and TRAD will be listed in the FMF with responsibility code "R."

^{1/}-FAA reimbursable means that the FAA maintains someone else's equipment and receives reimbursement for it. However, "J" identifies FAA-owned equipment for which FAA receives reimbursement for maintenance.

^{2/}-FAA contract means that someone else maintains equipment for FAA and FAA pays them for it.

^{3/}-Military owns and maintains equipment, but data is furnished to FAA and used in the NAS; i.e., Cecil Field, Jacksonville, FL; Patrick Henry, Norfolk, VA; etc.

APPENDIX 3. SPECIAL USE FACILITIES MASTER FILE REPORTING CODES
(CONTINUED)

5. STATUS CODES.

<u>CODE</u>	<u>DESCRIPTION</u>
A	<u>Precommission.</u> A facility record indicating a project is in assignment, construction, or installation stages.
C	<u>Test.</u> A facility authorized for operation which has been placed in limited and/or restricted operation pending evaluation or demonstration of its capability to function at an acceptable level of performance.
D	<u>Commissioned/Full service.</u> A facility authorized for operation which has demonstrated its capability to function at an acceptable level of performance and formally noted as a commissioned facility by the issuance of a NOTAM (as may be required) or other documentation.
E ^{1/}	<u>Commissioned/Partial service.</u> Facilities designed to provide more than one functional service but which have one or more functions inoperable. EXAMPLE: A commissioned TACAN with unusable azimuth.
F ^{1/}	<u>Commissioned/Temporarily out-of-service.</u> Facilities out-of-service for planned improvements; i.e., modernization, construction, relocation (if the location ident remains unchanged, or similar long-term shutdowns due either to the facility or to its surroundings or purpose. EXAMPLES: The replacement of a radar antenna; removal of a GS to a different location; shutdown of an ILS coincidental with runway construction operations.
G ^{1/}	<u>Commissioned/Standby.</u> Facilities in a caretaker or standby status which are operationally ready but are not active because of administrative decision.

^{1/}-A change should be made in the FMF when a facility will be in status "E," "F," or "G" for 15 or more days and overlaps into 2 months. DO NOT CHANGE THE STATUS DATE.

APPENDIX 3. SPECIAL USE FACILITIES MASTER FILE REPORTING CODES
(CONTINUED)

<u>CODE</u>	<u>DESCRIPTION</u>
P	<u>Pseudo-cost type.</u> A pseudo-facility is an activity not classified as an operating type facility, requiring the expenditure of maintenance manpower or material resources. Pseudo-facilities for cost purposes are listed in paragraph 31 of this order.
S	<u>Commissioned/Support-type.</u> A facility or activity not classified as an operating-type but is used in support of an operating facility; i.e., TR, GUARD, SPS, etc. Special support-type facilities are listed in paragraph 34 of this order.
X	<u>Decommissioned.</u> A facility on which a NOTAM has been issued or otherwise formally noted as decommissioned and is no longer operating under the same ident or facility type. A facility will be decommissioned in the FMF during the month following the actual facility shutdown to allow all outage information to be accumulated.
Z	<u>Pseudo-service type.</u> A pseudo-facility is an activity not classified as an operating-type facility which has been established to capture the effectiveness of specified aeronautical services. Pseudo-facilities for service purposes are listed in Order 6040.15.

APPENDIX 3. SPECIAL USE FACILITIES MASTER FILE REPORTING CODES
(CONTINUED)

6. STATE CODES. The following two-position alphabetical state codes shall be used:

<u>STATE</u>	<u>CODE</u>	<u>STATE</u>	<u>CODE</u>
Alabama	AL	Montana	MT
Alaska	AK	Nebraska	NE
American Samoa	AM	Nevada	NV
Arizona	AZ	New Hampshire	NH
Arkansas	AR	New Jersey	NJ
British West Indies-Bahamas	BH	New Mexico	NM
California	CA	New York	NY
Colorado	CO	North Carolina	NC
Connecticut	CT	North Dakota	ND
Delaware	DE	Ohio	OH
District of Columbia	DC	Oklahoma	OK
Florida	FL	Oregon	OR
Georgia	GA	Pennsylvania	PA
Guam	GU	Puerto Rico	PR
Hawaii	HI	Republic of Panama	RP
Idaho	ID	Rhode Island	RI
Illinois	IL	South Carolina	SC
Indiana	IN	South Dakota	SD
Iowa	IA	Swan Island	CB
Kansas	KS	Tennessee	TN
Kentucky	KY	Utah	UT
Louisiana	LA	Vermont	VT
Maine	ME	Virginia	VA
Maryland	MD	Virgin Islands	VI
Massachusetts	MA	Wake Island	WK
Michigan	MI	Washington	WA
Minnesota	MN	West Virginia	WV
Mississippi	MS	Wisconsin	WI
Missouri	MO	Wyoming	WY

APPENDIX 3. SPECIAL USE FACILITIES MASTER FILE REPORTING CODES
(CONTINUED)

7. REMOTE AND CONTROL IDENTIFIER ASSIGNMENT.

NOTE: "Category" and "Systems" refer to those groupings contained in Order 1375.4.

a. Central Operations Facilities (Category 0).

Facility Type	Remote Location	Control Location
ARTCC/CFCC/EARTS/ OARTS/SCC/CERAP/ ATCT/TRACON/TRCAB/ ARTS/RBDPE/RAPCON/ etc.	Location identifier of facility	Location identifier of facility

(1) Automated Flight Service Stations.

Facility Type	Remote Location	Control Location
AFSS	Location identifier of facility	Location identifier of ARTCC

b. Navigation Facilities (Category 1).

(1) En Route Navigation Aids (System 1).

Facility Type	Remote Location	Control Location
VOR/VOT/RMCF/ DME/DMER/TACAN/ DME/etc.	Location identifier of facility	Location identifier of the air traffic control or flight advisory facility utilizing that facility or responsible for reporting the operational status of facility (Reference Order 7350.6)
EXAMPLE: VOR VUZ	VUZ	BHM

APPENDIX 3. SPECIAL USE FACILITIES MASTER FILE REPORTING CODES
(CONTINUED)

(2) Instrument Landing Systems (System 3).

Facility Type	Remote Location	Control Location
GS/LOC/MM/OM/ IM/RVR/LMM/LOM	Runway number that facility serves ^{1/}	Location identifier of the runway the facility serves
EXAMPLES:		
DME LHI	09L	FLL
GS APF	04A	APF
LOC SEW	17C	SEW

(3) Terminal Navigation Aids (System 3).

Facility Type	Remote Location	Control Location
DME/VOR/etc.	Runway number that facility serves ^{2/}	Location identifier of the air traffic control or flight advisory facility utilizing that facility or responsible for reporting the operational status of facility (Reference Order 7350.6)
EXAMPLES:		
DME LHI	09L	FLL
VOR ABC	04	XYZ

^{1/}-All facilities located on or serving the runway must show the same runway number and ident.

^{2/}-Enter runway number if facility is used only for a terminal approach. If facility provides an en route fix, use ident of facility.

APPENDIX 3. SPECIAL USE FACILITIES MASTER FILE REPORTING CODES
(CONTINUED)

c. Lighting Facilities (Category 3).

Facility Type	Remote Location	Control Location
REIL/LDIN/VASI/ ODALS/SALS/MALS/ SSALS/SSALR/RAIL/ ALS/MALSR/etc.	Runway number that facility serves	Location identifier of the air traffic control or flight advisory facility utilizing that facility or responsible for reporting the operational status of the facility (Reference Order 7350.6)
EXAMPLES: VASI APF MALS IAC	04 27R	APF ORD

d. Communications, Flight Assistance, and Weather Detecting (Category 4).

(1) Remote Center Air/Ground (A/G) Communications.

Facility Type	Remote Location	Control Location
RCAG/BUEC/GATR/ etc.	Location identifier of facility (Disregard suffix)	Location identifier of the air traffic control or flight advisory facility utilizing that facility or responsible for reporting the operational status of the facility (Reference Order 7350.6)
EXAMPLES: RCAG QYCF RCAG QXC BUEC QRJ	QYC QXC QRJ	ZDC ZDC ZJX

APPENDIX 3. SPECIAL USE FACILITIES MASTER FILE REPORTING CODES
(CONTINUED)

(2) Remote Transmitter/Receiver (RTR) Facilities.

Facility Type	Remote Location	Control Location
RTR/RCO/SSO/IFST	Location identifier of facility	Location identifier of the air traffic control or flight advisory facility utilizing that facility or responsible for reporting the operation status of the facility (Reference Order 7350.6)
EXAMPLES:		
RTR ATL	ATL	ATL
RTR ATLC	ATL	ATL
RCO CAE	CAE	FLO

(3) Teletypewriter (TTY) Facility and Telephone Exchange (TELEX).

Facility Type	Remote Location	Control Location
LABS/TELEX/COMCO		
EXAMPLES:		
LABS CYS	CYS	CYS
TELEX LAX	LAX	LAX

(4) Direction Finder (DF), Communications Links, Flight Advisory, and Recording Facilities.

Facility Type	Remote Location	Control Location
DF/DFI/LNKR/RCLT/ RCLR/AID/OAW/ TWEB/MCR/AWANS/ NADIN/ATIS/etc.	Location identifier of facility data/information origin	Location identifier of air traffic control or flight advisory facility utilizing that facility or responsible for reporting the operational status of the facility (Reference Order 7350.6)
EXAMPLES:		
DF MLC	MLC	MLC
DFI MLCA	ADM	MLC
DF ADM	ADM	MLC
RCLT QJT	QJT	ZMA
NADIN ATL	ATL	ATL
NADIN ZMA	ZMA	ATL
MCR RAP	RAP	RAP

APPENDIX 3. SPECIAL USE FACILITIES MASTER FILE REPORTING CODES
(CONTINUED)

(5) Weather Detection and Reporting Facilities.

Facility Type	Remote Location	Control Location
RVR/RBC/RRH/AWOS/ LLWAS/ASI/etc.	Location identifier of facility or runway that facility serves	Location identifier of air traffic control or flight advisory facility utilizing that facility or responsible for reporting the operational status of the facility. (Reference Order 7350.6)
EXAMPLES:		
RVR MBS	05	MBS
LLWAS CLE	CLE	CLE
ASI ORD	ORD	ORD

e. Radar Data Acquisition and Transfer Facilities (Category 5).

(1) Radar Data Acquisition Equipment.

Facility Type	Remote Location	Control Location
ATCBI/ATCRB/MODES/ ARSR/ASR/PAR/ASDE/ GFR/etc.	Location identifier of facility	Location identifier of the air traffic control or flight advisory facility utilizing that facility or responsible for reporting the operational status of the facility (Reference Order 7350.6)
EXAMPLES:		
ATCBI EGV	EGV	ZMP
ARSR IND	IND	ZID
ASR BIS	BIS	BIS

APPENDIX 3. SPECIAL USE FACILITIES MASTER FILE REPORTING CODES
(CONTINUED)

(2) Data Transfer and Digitizer Equipment.

Facility Type	Remote Location	Control Location
RMLR/RMLT/TMLR/ TMLT/RRWDI/TMLI/ RRWDS/CD/SRAP/etc.	Location identifier of radar/data origin	Location identifier of the air traffic control or flight advisory facility utilizing that facility or responsible for reporting the operational status of the facility (Reference Order 7350.6)
EXAMPLES:		
RMLR QHU	QJF	ZAU
RMLT QJF	QJF	ZAU
RRWDS QPC	QPC	BHM
RRWDI BHM	QPC	BHM
CD QOJ	QOJ	ZME

f. Computer and Display Systems (Category 6).

(1) Display and Entry Equipment.

Facility Type	Remote Location	Control Location
RBDE/BRITE/CCTV/ CTERM/DARC/TIPS/ FDIOC/FDIOR/DCC/ CDC/TCDD/etc.	Location identifier of facility	Location identifier of the air traffic control or flight advisory facility utilizing that facility or responsible for reporting the operational status of the the facility (Reference Order 7350.6)
EXAMPLES:		
CCTV LAS	LAS	LAS
TCDD SRQ	SRQ	TPA
FDIOC ZTL	ZTL	ZTL
FDIOR ATL	ATL	ZTL

APPENDIX 3. SPECIAL USE FACILITIES MASTER FILE REPORTING CODES
(CONTINUED)

(2) Central Computer Equipment.

Facility Type	Remote Location	Control Location
CCCH/FSDPS/etc.	Location identifier of facility	Location identifier of the air traffic control or flight advisory facility utilizing that facility or responsible for reporting the operational status of the facility (Reference Order 7350.6)
EXAMPLES:		
CCCH ZNY	ZNY	ZNY
FSDPS ZJX	ZJX	ZJX
FSDPS ZTL	ZTL	ZTL

g. Buildings, Housing, Utilities, Pseudo-Facilities, Miscellaneous Support Facilities, and Equipment (Category 8).

(1) Buildings.

Facility Type	Remote Location	Control Location
CRTB/TOWB/ATBM/ etc.	Location identifier of facility	Location identifier of facility

(2) Support-Type Facilities.

Facility Type	Remote Location	Control Location
WSM/OLD/SWG/HEAT/ ELD/CLM/SAN/SB/ SPS/GUARD/EOF/ VEHS/MX/TR/FAC/ OFFRD/MAREQ/ATRAM/ SAL/MOBIL/LIVQ/QS/ UB/FLD/CBI/NARACS	(LEAVE BLANK)	(LEAVE BLANK)

APPENDIX 3. SPECIAL USE FACILITIES MASTER FILE REPORTING CODES
(CONTINUED)

(3) Pseudo-Facilities (Headquarters and Administrative Offices).

Facility Type	Remote Location	Control Location
HDQ/HDQA/HDQS/ HDQF2/HDQFU/ HDQOU/HDQF1/etc.	(LEAVE BLANK)	(LEAVE BLANK)
EXAMPLE: HDQS LAX	(LEAVE BLANK)	(LEAVE BLANK)

h. Pseudo-Service (Status Code "Z").

Facility Type	Remote Location	Control Location
BDAT/CFAD/CRAD/ ERAD/ESEC/FDAT/ RDAT/TARS/TRAD/ IDAT/ECOM/TSEC/ etc.	Location identifier of service origin (Disregard suffix)	Location identifier of the air traffic control or flight advisory facility responsible for reporting the operational status of facility
EXAMPLES:		
BDAT SAC	SAC	ZOA
CFAD ZLA	ZLA	ZLA
CRAD ZME	ZME	ZME
ECOM BFL	BFL	ZLA
ERAD QRC	QRC	ZNY
ESEC RBL	RBL	ZOA
IDAT ZJXZ	ZHU	ZUX

APPENDIX 4. ASSIGNMENT OF POWER SOURCE CODES FOR
STANDBY ENGINE GENERATORS

Power source codes "1," "5," "A," "E," "J," "N," or "Y" can only be assigned to the following facilities:

ALS	
ARSR	
ARTCC	
ASR	
ATBM	
ATCBI	
ATCT	
AWANS	
CERAP	
COMCO	
DME	(Classes "A," "B," "L," and "M" only)
EOF	(If not collocated with another primary facility)
GFR	
GS	
IFSR	
IFST	
IFSS	
LIVQ	
LOC	
LOM	
MALS	
MALSR	
NDB	
NEXRAD	
PAR	
RAPCON	
RCAG	(If not collocated with another primary facility; i.e., classes "A" thru "H")
RCLR	
RCO	(If not collocated with another primary facility; i.e., classes "A" thru "K")
RMLR	
RTR	(If not collocated with another primary facility; i.e., classes "A" thru "P" and "X")
RVR	
SALS	
SSALR	
SSALS	
TDWR	
TRACON	
TROPO	
VOR	

APPENDIX 5. PREFERRED DESIGNATION OF PRIMARY FACILITIES

AFSS
ALS
ARBCN
ARSR
ARTCC
ARTS (If not collocated with ATCT or another primary facility)
ASDE (If not collocated with another primary facility)
ASR
ATBM (At JSS sites only-to capture reimbursable environmental time and trips)
ATCBI
ATCT
ATRAM
AWOS (If not collocated with another primary facility)
DF (If not collocated with ATCT, FSS, or another primary facility)
DME (Classes "A," "B," "L," and "M" only)
FM
FSS
GDL
GFR
GS
HEAT (If not collocated with another primary facility)
IFSR
IFSS
IFST
IM
LDA
LDIN
LOC
LLWAS
MALS
MALSR
MAREQ
MLSA
MLSD
MLSE
MM
NDB
OAW
ODALS
OFFRD
OM
PAR
PAPI
PX
RAIL
RAPCON
RBC
RCAG (If not collocated with another primary facility)
RCLR

APPENDIX 5. PREFERRED DESIGNATION OF PRIMARY FACILITIES (CONTINUED)

RCO	(If not collocated with another primary facility)
REIL	
RMLR	
RRH	
RRWDS	
RTR	(If not collocated with another primary facility)
RVR	
SALS	
SAN	
SSALR	
SSALS	
SSO	(If not collocated with another primary facility)
TDWR	
TMLR	(If not collocated with another primary facility)
VASI	
VOR	
WSM	(If not collocated with another primary facility)

APPENDIX 6. FACILITIES NOT AUTHORIZED TRAVEL TIME OR TRIPS

The following facilities should not implicate any travel time or number of trips. The facility type and ident of the parent facilities collocated with or the facility that generated the need must be identified.

ACCC
ADAS
AFSS
AMSMA
ARTCC
ARTS
ARTSA
ASDE (Classes "A" and "C" only)
ASI
ATCC
ATCRB (Except BI-3; i.e., facility codes 5111, 5112, and 5113)
ATIS
AWANS
AWIS (Classes "A" through "E" only)
AWP
BRITE (Classes "G" through "W")
BUEC (Classes "A" through "H")
CBI
CCCH
CCMS
CCTV
CD
CDC
CERAP
CIC
CLM
CMLT
CNS
CTERM
CTRB
CTS
CUE
CWP
DARC
DCC
DF (Classes "A," "B," "D," "E," "F," and "H" only)
DFI
DLP
DMUX
DME (Classes "C" through "K" and "N" through "V")
DMER
DRG
EARTS

APPENDIX 6. FACILITIES NOT AUTHORIZED TRAVEL TIME OR TRIPS (CONTINUED)

EDPS
ERMS
ETB
FDIOC
FDRS
FSDPS
GATR
GOES
GUARD
GWDS
IATSC
ICSS
IFF
ISSS
LABS
LCOT
LMM
LOM
LRNCM (Classes "A" and "C" only)
MAPS
MCC
MCCP
MCR
MCT
MDS
MIG
MIM
MODES
MPS
MX
NADIN
NMCE
NARACS (Except facility code 941DB)
OARTS
ODAPS
OFDPS
OFFRD
PAM
PAMRI
PCS
PDC
PRM
PUP
QS
RBDE
RBDPE
RCAG (Classes "J" through "R")
RCIU

APPENDIX 6. FACILITIES NOT AUTHORIZED TRAVEL TIME OR TRIPS (CONTINUED)

RCLR	(Classes "D" through "P")
RCLT	
RCO	(Classes "P" through "Z")
RMCC	
RMCF	
RMLT	(When collocated with an FAA facility)
RMSC	
RRWDI	
RTCCS	
RTR	(Classes "Q" through "W" and "1" through "7")
SCC	
SCIP	
SMUX	
SPS	
SRAP	
TACAN	
TCCC	
TCDD	
TCSS	
TDDS	
TDS	
TELEX	
TIM	
TIPS	
TMCC	
TMLI	
TMLT	
TMU	
TR	
TRCAB	
TWEB	
VOT	(Class "A" only)
VSCS	
WMSC	
WMSCR	

APPENDIX 7. PFF ACTION CODES

<u>CODE</u>	<u>DESCRIPTION</u>
1	<u>Establish.</u> New facility to be established for operation. Any facility to be totally replaced by this action should be entered with action code "8" with appropriate action date.
2	<u>Change.</u> Any change which will NOT require initial training or flight check. Examples include, but are not limited to change in travel, percent of contract maintenance, responsibility code, cost center code, and power. (A swapout date shall not be added on the FMF for action code "2").
4	<u>Minor Modification/Replacement.</u> Minor modification or replacement will take place which requires a JAI and/or flight check but no initial training. A swapout date is required in the FMF when action is completed so the 12 months post non-recurring staffing allowances are added in the staffing standard; i.e., adding a channel to an RCAG, adding threshold bar to a MALSR, etc.
5	<u>Major Modification/Replacement.</u> A major modification or replacement will take place (class and/or code change) which will require initial training, JAI, and/or flight check. A swapout date will be required in the FMF when action is completed. The 12-month post non-recurring staffing allowances are added in the staffing standard from the swapout date.
8	<u>Decommission.</u> Removal of a commissioned facility.

APPENDIX 8. NUMBERING SYSTEM FOR PFF RECORDS1. ACTION PRMS JOB ORDER NUMBER.

91432A-01

9 = FY

1432= Number

A = Suffix

01 = Sequential number

2. BROWN BOOK - (CIP).

BB102 -01

BB = Prefix to indicate source of information

102 = Brown Book or CIP chapter number

01 = Sequential number

3. NON-FEDERAL PROJECT NUMBER.

NF440 -01

NF = Prefix indicating NF project such as take over of an ILS

440 = Regionally generated number

01 = Sequential number

4. REGIONAL NUMBER.

DFWAFS-01

DFWAFS = Regionally generated number, by sector if desired,
to track regional projects

01 = Sequential number

